

# ADJUNCT FACULTY EMPLOYEE RESOURCE MANUAL

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**MARICOPA**  
COMMUNITY COLLEGES

2019-2020

This Adjunct Resource Manual provided in consultation with:  
Maricopa Human Resources  
Maricopa Office of the Provost  
Maricopa Center for Learning and Innovation  
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# Maricopa Community Colleges Adjunct Faculty Resource Manual

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## Mission, Vision and Values

The District's Governing Board, working with input from Maricopa employees, has developed and adopted statements of Vision, Mission and Values. These serve as the guiding principles under which all employees work as One Maricopa to support student success while fostering the highest standards of personal integrity and honesty.

### MARICOPA'S VISION

A Community of Colleges - Colleges for the Community - working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

### MARICOPA'S MISSION

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

*University Transfer Education*  
*Workforce Development*  
*Community Education*

*General Education*  
*Student Development Services*  
*Civic Responsibility*

*Developmental Education*  
*Continuing Education*  
*Global Engagement*

### MARICOPA'S VALUES

The Maricopa Community Colleges are committed to:

- **Community** - We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.
- **Excellence** - We value excellence and encourage our internal and external communities to strive for their academic, professional, and personal best.
- **Honesty and Integrity** - We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.
- **Inclusiveness** - We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.
- **Innovation** - We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.
- **Learning** - We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
- **Responsibility** - We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.
- **Stewardship** - We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.



# I. INTRODUCTION

## A. Key Terms

- **Adjunct Faculty** are persons employed in an instructional or service capacity on a part-time basis by the District.
- **College Human Resources (HR)** is the office of personnel responsible for human resources functions at each of the District's individual colleges or college skill centers.
- **District** is the Maricopa County Community College District.
- **District Human Resources (HR)** is the Maricopa County Community College District Human Resources Division.
- **Division/Department Chair** is the Chair of a Division, Department or other organizational unit of the college offering a course.
- **FACT** is the Faculty Administration Collaboration Team, which includes residential faculty, adjunct faculty, and college leadership. The team recommends policy to the Chancellor to be approved by the Governing Board.
- **ID Card** is an Adjunct Faculty Identification Card.
- **Instructional Assignment** is the designated responsibility to serve as an instructor for a specific section of a course, or a number of different courses, offered within District.
- **Service Assignment** is the designated responsibility to serve as a Counselor or Librarian, or to serve in an educational development role per the terms of a Special Services Assignment or a Request for Personal Services.
- **Residential Faculty** are full-time, permanent faculty.
- **Probationary Faculty** are residential faculty as defined by the RFP.
- **One-Year-Only and One-Semester-Only** are full-time faculty or staff, temporarily employed for one year or one semester at a time.

## B. Scope of Coverage

**General.** This resource manual consolidates information in applicable administrative regulations, Governing Board Policies, and any contracts and/or agreements that are applicable to persons employed in an instructional or service capacity on a part-time, semester-to-semester basis ("Adjunct Faculty") by the Maricopa County Community College District ("District"). This Manual specifies expected standards of conduct of adjuncts and terms of their employment; this version supersedes all previous written and unwritten personnel procedures and guidelines and past personnel practices of the District and any current college policy inconsistent with the information set forth herein. In addition to this Manual, individual colleges have created manuals, handbooks, guides and websites to convey policies, procedures, and resource references to assist Adjunct Faculty. These documents and materials cover a variety of policy and procedural areas that may be unique to a specific college, department, or division. College documents may reference or reword District policies with enhancements and extensions to detail college-related perspectives or specific procedures and resources, but cannot contradict this or any other District policy, Administrative Regulation, or Board Approved document.

### **Adoption and Amendment**

The Chancellor of the District has the sole, exclusive right and authority to create and issue this manual. This manual may be changed by the Chancellor at any time. Nothing in this manual creates or is intended to create an employment contract, expressed or implied. This manual in whole or in part may be updated by the Chancellor, the FACT process, Governing Board Action, and/or changes in applicable law.

### **Responsibilities of Adjunct Faculty**

This Manual is maintained and updated by the District Human Resources Division (Maricopa HR) in cooperation with the Maricopa Center for Learning and Innovation (MCLI) as an electronic document on the [District's Handbook and Manual Page](#). Adjunct Faculty are responsible for complying with the terms of this manual.

### **C. Abbreviations**

- ADA – Americans with Disabilities Act
- ARS – Arizona Revised Statutes
- AFA – Adjunct Faculty Association
- ASRS – Arizona State Retirement System
- CMC – Concentra Medical Center
- EEO – Equal Employment Opportunity
- EOLT – Employee and Organizational Learning Team
- FMS – Financial Management System
- FERPA – Family Educational Rights and Privacy Act
- HCM – Human Capital Management
- HW MWI – HealthWorks Medical Walk-In Center
- MCLI – Maricopa Center for Learning and Innovation
- SIS - Student Information System
- RFP- Residential Faculty Policy

## **II. PRE-EMPLOYMENT**

### **A. Application for Employment**

A person desiring to apply for an Adjunct Faculty position with the District must submit an application, resume, and copies of unofficial transcripts online at: the [Adjunct Faculty Application](#) website or the [Maricopa Careers](#) website. Interested adjuncts can also contact specific chairs at any college division/departments to express their interest in becoming an adjunct and request information.



## **Americans with Disabilities Act (ADA) - Accommodations for Applicants with Disabilities**

Applicants for employment with the District who believe they are a qualified individual with a disability may request a reasonable accommodation in the application and selection process by notifying District Human Resources using the telephone or TTY number, or the address on the job announcement as soon as the applicant is aware an accommodation may be needed. [ADA Site Coordinator](#). [More](#).

## **B. Qualifications and Requirements**

### **Basis of Selection**

Selection of persons for Adjunct Faculty positions with the District shall be made on the basis of each applicant's knowledge, skill, ability, education, and experience as they relate to the position being filled. No employment decision shall be based upon race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information, except where such criteria constitute a bona-fide occupational qualification or BFOQ.

### **Hiring of Relatives**

A relative of any employee of the District (including Adjunct Faculty) may apply for, be considered without prejudice for, and be hired into any employment position. However, no employee of the District may be employed where a relative is within the line of supervisory authority.

### **Minimum Requirements**

An applicant for an Adjunct Faculty position must meet the following minimum requirements:

### **Academic Teaching Fields**

The Academic Teaching fields require the following from an accredited college or university. More specific qualifications are listed by respective [Instructional Councils](#).

- A master's degree in the teaching field, **or** in most disciplines;
- A master's in any teaching field with 18 graduate semester hours in the teaching field, **or** in some disciplines;
- Equivalent experience as approved by the appropriate academic administrator or the relevant Instructional Council.

### **Occupational Teaching Fields**

The Occupational Teaching fields require the following from an accredited college or university. More specific qualifications are listed by respective [Instructional Councils](#).

- The same qualifications as those listed for Academic Teaching Fields above, **or**
- A bachelor's degree plus three years' work experience in field to be taught, **or**
- An Associate's degree or 64 semester hours and 5 years' work experience in the field to be taught, **or**
- Five years' work experience in the field to be taught.

### C. Conditions of Employment

Adjunct Faculty must complete and/or provide the following to be employed by the District:

- Form I-9 (Employment Eligibility Verification Form) and show the required documents;
- Official transcripts
- Loyalty Oath
- Background Check
- Annual Acknowledgements and Disclosures (complete annual acknowledgement and disclosures regarding: Hiring of Relatives, Conflict of Interest, Enrollment Policies, and Internal Control); Click on the Learn Center tile, Search for Training tile and enter: Annual Acknowledgments and Disclosures.

#### **EDU250 or Equivalent.**

Adjunct Faculty must have completed or must complete within two years of date of initial hire EDU250 (Teaching and Learning in the Community College), or its equivalent, to remain eligible for employment. The Tuition Waiver benefit applies to EDU250.

## III. EMPLOYMENT

### A. Employment Status

Adjunct Faculty are “at-will” employees. This means Adjunct Faculty may terminate employment with the District at any time, with or without notice or cause. It also means the District can terminate the employment of Adjunct Faculty at any time, with or without notice or cause. As at-will employees, Adjunct Faculty are not guaranteed, in any manner, that they will be employed for any set period of time. Any oral or written statements or promises to the contrary are not binding upon the District.

#### **Equal Employment/Non-Discrimination**

EEO Policy. The District is an Equal Opportunity Employer. All employees and applicants for employment are recruited, evaluated, hired, promoted, transferred, demoted, laid off, disciplined, terminated, or otherwise dealt with based solely on merit, fitness for duty, and such other bona-fide occupational qualifications as each individual might possess. No personnel decisions concerning any term or condition of employment shall be based upon race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, genetic information, or any other basis protected by federal, state or local law, except where such criteria constitutes a bona-fide occupational qualification (BFOQ).

#### **Non-Discrimination Policy**

The District prohibits discrimination against any applicant or employee because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, genetic information, or any other basis protected by federal, state or local law. All such discrimination is unlawful and will not be tolerated. The District is committed to taking all reasonable steps to stop and prevent discrimination. [Further information available here.](#)

**Non-Harassment Policy**

The District prohibits sexual harassment and harassment and intimidation against any applicant or employee because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, genetic information, or any other basis protected by federal, state or local law. All such harassment is unlawful and will not be tolerated. The District is committed to taking all reasonable steps to stop and prevent illegal harassment.

**Sexual Harassment Policy**

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment, free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. This Policy prohibits sexual harassment and discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic, and other programs. This policy is subject to constitutionally-protected speech rights and principles of academic freedom.

Sexual violence against employees is prohibited by Title VII of the Civil Rights Act of 1964. Employee complaints of sexual harassment must be reported to the District Office of Equity, Opportunity, and Engagement.

Sexual harassment is unwelcome, verbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters working conditions and creates a hostile environment for employees. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for sexual harassment complaints. Sexual harassment by and between, employees; employees and students; and campus visitors and employees, is prohibited by this policy.

Due process is afforded any employee accused of sexual harassment. On receipt of a complaint, an immediate preliminary investigation will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator. If the final decision is that sexual harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors. This policy applies to prohibited conduct that occurs both on and off campus and covers employees, and visitors.

For more information about this policy, see: [Title IX and MCCCD Sexual Harassment Policy](#), [Frequently Asked Questions](#), or [Discrimination Complaint Procedures for Students](#).

Adjunct faculty members are required to complete "Preventing sex discrimination and harassment" within thirty (30) days of hire and every three (3) years thereafter. [Training available on this page on the Learn Center Tile.](#)

### **ADA Accommodation Policy**

In accordance with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the District will make reasonable accommodation for the known physical or mental disabilities of an otherwise qualified individual (employee) with a disability unless undue hardship or a direct threat would result. An employee who requires an accommodation in order to perform the essential functions of the job the employee holds may request a reasonable accommodation pursuant to the procedure described on the [Accessibility Resources Page](#).

### **Non-Retaliation Policy**

The District prohibits retaliation against any applicant or employee who participates in a protected activity. Retaliation means any action resulting from a person's protected activity or good faith opposition to illegal discrimination, that could deter a reasonable person in that person's position from filing a complaint of discrimination or serving as a witness. Protected activity means reporting, filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing of unlawful discrimination or harassment.

### **Complaint Procedure**

Adjunct Faculty or applicants for Adjunct Faculty positions who are experiencing discrimination as defined herein may file a complaint as provided on the [District's Equal Employment Opportunity/Affirmative Action \(EEO/AA\) webpage](#).

### **Drug Free Schools and Communities Act/Drug Free Workplace Act**

Generally, the District supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and the Drug Free Workplace Act of 1988, and complies with all federal, state, and local laws pertaining to controlled substances, including alcohol. The possession, sale or consumption of a controlled substance on any premises owned and/or leased/rented by the District for approved educational purposes is strictly prohibited and will result in criminal prosecution and disciplinary action. This prohibition includes the possession, use, production and distribution of marijuana for any and all uses, including medicinal use as authorized by the Arizona Medical Marijuana Act. As a condition of employment, Adjunct Faculty shall agree to notify the District of any criminal drug conviction for a violation that occurs in whole or in part in the District's workplace within five days of such conviction. Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the District will respond administratively when the offense involves an employee as the offender. Sanctions may include termination of employment. Adjuncts are required to complete the "Employee Drug and Alcohol Abuse Prevention" course within thirty (30) days of hire and then annually. [Training available on this page on the Learn Center Tile](#). Adjunct faculty will often receive reminder emails.

### **Assistance**

Campus community members who may have an alcohol or drug problem can also receive assistance by calling:

- Al-Anon at 1-800-356-9996
- American Council on Alcoholism at 1-800-527-5344
- National Institute on Drug Abuse Hotline at 1-800-662-4357
- DRUGHELP at 1-800-378-4435

### **Smoke-Free/Tobacco-Free Environment**

Smoking (including the use of “electronic cigarettes”) and all uses of tobacco are prohibited in all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries. Adjunct faculty are not expected to monitor student violations of this regulation outside of their classroom or domain.

### **B. Supervision and Professionalism**

Adjunct Faculty are supervised by the Division/Department Chair or designee of the college organizational unit offering the Instructional or Service Assignment. Supervision entails the following procedures:

#### **Evaluation**

The District intends to evaluate Adjunct Faculty at least once during each of the first three semesters employed, excluding the summer terms, and as appropriate thereafter. Course evaluation is critical to maintain accreditation. Relevant faculty leadership determine appropriate evaluation models for their disciplines. The Division/Department Chair or other appropriate staff member will conduct the evaluation. Supervisors of adjunct faculty who are teaching online will be given limited access to observe courses according to their division or college policies. Adjunct Faculty teaching at multiple colleges will be evaluated separately according to each college’s process.

Policies for reviewing anonymous student feedback from anonymous student evaluations vary by college, but student feedback is most often available to instructors after grades are final, often in CANVAS or other modes. Feedback from very small classes may not be available to instructors in order to maintain student confidentiality.

#### **Personnel Files**

The applicable College Human Resources office maintains an official personnel file for each Adjunct Faculty. Only authorized personnel are permitted to view personnel files.

#### **Rights**

##### **Adjunct Faculty have the right to:**

- Review the contents of the Adjunct Faculty’s personnel file(s), except confidential items including all letters of recommendation and college/university placement files which, when submitted, request confidentiality.
- Be notified in writing when material (other than of routine office nature) is added to the file(s).
- Request that relevant documents be added to the file(s).
- Request the removal of all inappropriate and/or obsolete documents from the file(s).
- File a written response to be included whenever negative or derogatory information is placed in the file(s).

### **Personal Information**

Adjunct Faculty are to provide and maintain current personal information with the District including home and mailing address, phone numbers, email addresses, and emergency contacts through the District's Human Resources Management System.

### **Verification of Employment**

Persons may request verifications of employment, salary, etc., in written form from the Adjunct Faculty's College(s) HR office or District Human Resources.

The District Human Resources contact is:

Payroll Department  
Maricopa Community College District  
2411 W. 14th Street  
Tempe, AZ 85281-6941

### **Identification Cards**

Adjunct Faculty must have an Adjunct Faculty Identification Card ("ID Card") for each college at which they teach and must have the ID Card with them at all times when on campus in an official capacity. An ID Card is usually obtained from the Public Safety Office, but the process may vary for each college. Additional access control devices may be required for parking gates, buildings, division/department or room access and can be obtained through the college or division/department.

### **Academic Freedom, Freedom of Research and Publication**

Adjunct Faculty are entitled to freedom in the classroom in discussing their subjects, and should exercise every reasonable effort to ensure topics are relevant to the subject. Adjunct Faculty are entitled to freedom in research and in the publication of the results within the parameters and guidelines of the law and applicable District policies and administrative regulations.

### **Canvas and Rio Learn**

Canvas and Rio Learn are Learning Management Systems (LMS) which organize course content, manage attendance, provide instant student feedback, digitally organize student groups, and provide a place for readily available videos, announcements, messaging, and assignment alerts. Features of an LMS system such as Canvas include upcoming assignment alerts for students for all of their classes. The Centers for Teaching and Learning provide beginning and advance trainings.

## **C. Student Information and Rights, Including Disability Resources**

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their educational records. These rights include the right to inspect and review records, the right to request the amendment of records, the right to provide written consent before the disclosure of certain records, and the right to file a complaint regarding failure to comply with the act. The details of students' rights and the District's and Adjunct Faculty's obligations under FERPA are located on the District's Legal Services Department FERPA and College Records. Adjunct Faculty must complete all mandatory FERPA trainings in the [Employee Learn Center](#) within thirty (30) days of hire and every year of employment.

### **Disability Resource Services**

Every college campus has a Disability Resource Services office which manages the needs and services of students who need resources, services or accommodations because of a self-reported disability. Students who attend college-level classes are considered adults for the purposes of determining needs and accommodations.

Students must report to DRS to request and receive official accommodations. Note that college students can get accommodations but not modifications. College students are entitled to accommodations, such as a note-taker, seating preference, more time to take a test and/or a quiet environment at the testing center, but the actual assessment or content is the same as for the rest of the class. A sample of a modification would be actually changing the test itself– making it easier for the same credit. Students may discuss needs and preferences privately with their instructors, but the official request comes from the DRS office. Once the DRS office determines a needed accommodation for a specific student, that request must be honored by their instructors.

### **Mandated Reporters**

All colleges have a reporting system for early intervention for any student with apparent academic, mental health, or personal safety needs. In the cases of suspected abuse, potential danger, possible self-harm, etc., all instructors of Maricopa are mandated reporters. A serious, potentially harmful incident, which a teacher observes or even overhears students talking about must be reported. It is not up to the instructor to decide if the abuse or danger is genuine, they are only obligated to report their observations and the specialists will make the determinations. Each college uses a system such as Simplicity, (links on college webpages) or [this District reporting page](#).

### **Blind or visually impaired student**

In the case of a blind or visually impaired student, the student has a right to request a meeting with their instructors. The purpose of the meeting is to explain needs, conditions, equipment and special considerations. The meeting and accommodations are obligatory if the student or family request it, as visually impaired students need to know their instructors understand and can agree to provide accommodations.

## **D. Grading Responsibilities**

Adjunct Faculty maintain the right and responsibility to determine grades and other evaluations of student performance within the parameters and guidelines of applicable disciplinary/professional standards, District policies, and administrative regulations. Grades shall be submitted on or before the last day of the term or as otherwise directed by the Division/Department Chair. If an Adjunct Faculty's employment ends prior to the end of a course, grades, up to that point, will be turned over to the Division/Department Chair in a timely and effective manner.

Adjuncts are responsible, according to Best Practices, to post and maintain grades in a timely manner to keep students informed of their status during a course. Accurate and helpful instructor feedback is directly correlated with student engagement and success over the timeline of a course.



## **E. Rosters: No-Shows, Last Date of Attendance (LDA)**

Official attendance and grades are tracked in Student Information Systems (SIS). Instructors can log in to find official rosters. Instructors keep their daily attendance in their preferred methods, including CANVAS, but SIS is the official record. Many of these process are explained in this [Quick Reference Guide \(QRG\)](#).

### **Dropping or Withdrawing students**

Occasionally, names appear on a roster but the student never attend class or logged into an online class. Other considerations are those who started strong but just 'disappear' from the class. These attendance issues must be addressed in a timely manner. How to withdraw a student is explained in this [Quick Reference Guide \(QRG\)](#).

### **No-Shows**

It is imperative to drop (withdraw) no-shows within the refund window which is very short, usually within the first week. Instructors must drop (withdraw) a student if they don't show up or log-in for the first or second (only if the class meets twice a week) class period.

The code for a No-Show is 43. (follow the [Quick Reference Guide \(QRG\)](#)). Only use this code if the student has not participated in any way. Students are liable for tuition, including paying back financial aid, if not dropped during the refund window. In most cases, student affairs can put a student back into the class if appropriate.

Also: Instructors will need to list a **Last Date of Attendance, (LDA)** which, for a no-show should be the date the class started. Do not enter a date which precedes the start of class.

### **Drops or Withdrawals during the Semester.**

Students who stop attending or participating fall under the individual instructor's policy as stated in their syllabus. In a face-to-face or hybrid course, it is important to follow that syllabus as it informs the students what will happen to them in said circumstances. For this reason, many instructors use the word 'may' instead of 'will', which leaves the instructor more options. For example, "Students may be dropped (withdrawn) after three consecutive absences."

The code for withdrawing for excessive absences is 39 or 42. If a student relates they have to drop the class for transportation issues, academic issues, medical, etc., use the most appropriate code. Clarity and accuracy in this matter benefits students.

In the event a student appropriately withdraws themselves, an email will be generated to the instructor from the college records office requesting an official LDA. The date they withdraw themselves may not match their last day of participation, so the official LDA needs to be the date in the instructor's attendance records. An email to the instructor will explain the process, but it is important to submit this important date on the grading roster in SIS. See [Quick Reference Guide \(QRG\)](#).

### **Last Date of Attendance**

LDA is the last day a student attended class or a study group, turned in an assignment or quiz, posted a discussion, watched a video or lecture, or contacted their instructor, in person, by phone or by email. For an online class, merely logging in with no active participation does not count. LDA for a no-show should be the date the class started. Do not enter a date which precedes the start of class.



### **Attendance in Online Classes**

For online classes, two weeks of non-participation is the guideline. Students who have not participated for two weeks of a course must be dropped. The instructor has a role whether they drop the student or the student withdraws themselves. For this process, the last date of attendance (LDA) must be determined.

### **The Forty-Fifth (45th) Day**

The Forty-Fifth (45th) Day in Maricopa is the official 'counting' day of enrollment – a census. Faculty have two active roles in this event. First is to clean up their rosters, which means to make sure every name on every class roster in SIS represents current students and to drop (withdraw), before the 45th day, any who are not attending or participating. This *does not* include students who are actively attending, but not passing the course. Students have a right to attend whether or not they will pass a class, called "Right to Fail."

The second is to 'certify' the roster during the time frame immediately following the 45th day. This process is explained in this [Quick Reference Guide. \(QRG\)](#)

When faculty certify their 45th day rosters, they are attesting that the named students appearing on their roster are participating in their class at a specific point in time.

Note: Rio Salado online or hybrid classes on non-traditional schedules may not have the same 45<sup>th</sup> day.

### **Final Grades**

Final grades need to be submitted in SIS (or Rio Learn if appropriate) on the official grade roster before the respective college's stated deadline – usually a few days after the last date of classes. These need to be posted in a timely manner for purposes of financial aid, scholarship opportunities and general business practices.

## **F. Systems and Programs**

There are several programs and systems to which instructors within Maricopa need access. This varies by discipline and college, but this list describes the major ones. Adjuncts will need to use their MEID and password to access any of them.

**Google** Email addresses are assigned to every employee. These can be forwarded to a personal email address. It is important to check email regularly, because this is our main communication between departments, the colleges and even students.

**Google Email Security.** It is vitally important to be careful with email and general [cybersecurity guidelines](#) apply. Do not open attachments from an unknown or unexpected source (phishing or worse). When reminded to change passwords, it is safer to go to *Maricopa.edu > employees > My Account* to change it rather than follow a link in an email.

**Google Drive** may occasionally be used for document sharing, surveys, etc. It will often be necessary to re-login to the college email address to access these documents, and sometimes it is necessary to log into a different browser especially if email is forwarded to a non-Maricopa email address. As a user, storage is available on the Google Drive, which can be very helpful to back up documents, lesson plans, or power points, etc.

**Employee Portal (EP)** houses programs and files that adjuncts use often. It is accessible through the [Employee Portal](#). Each college also has a portal or firewall and most district pages are accessible through respective college websites.

**Human Capital Management (HCM)** is the record of employment, payroll, paychecks, absence reporting, etc. W-2s are available within this program.

**Student Information (SIS)** is the program which provides and tracks information about classes, students, and enrollment. This program provides official class rosters and is where 45th day attendance and final grades are posted. It also tracks some history of previous years.

**Financial Management (FMS)** is not normally an adjunct resource except for applications for travel authorizations. This program is used to apply for Adjunct Faculty Professional Growth funds. It is normal to try to log into FMS one day using MEID, but not have access until the following day.

## IV. COMPENSATION AND HOURS OF WORK

### A. Instructional Assignments

#### **Beginning and Ending of Assignments**

In order to prepare for and perform all of the duties required as part of an Instructional Assignment, employment of Adjunct Faculty by the District for each Instructional Assignment is considered to begin one calendar week before the first day of classes and end on the deadline for completion of all examinations and the submission of the final grade roster, or as otherwise directed by the Division/Department Chair. Duties related to the Instructional Assignment may arise or continue after the end date, such as required participation in student complaint or grievance processes.

#### **Service Assignments**

Employment for Service Assignments is considered to begin on the date as described per the Special Service Assignment or Request for Personnel Services submitted by Division/Department Chair and ends on the date listed as per the Special Service Assignment or Request for Personnel Service.

#### **Cancelled Classes**

Occasionally an Instructional Assignment will be cancelled after one or more classes have been held. In such case, Adjunct Faculty will be compensated on a pro-rata basis for those classes which were held prior to the course being cancelled.

#### **Maximum Course Load Hours**

The maximum teaching load for Adjunct Faculty in Instructional Assignments is nine (9) load hours per term (fall, spring and summer), which can be extended up to 12 load hours in the spring, fall, and summer term. Class load above the standard nine load or for special conditions needs PRIOR VPAA approval. Within this limitation, Adjunct Faculty may serve at one or more colleges in the District. Adjunct Faculty with instructional assignments may also perform service assignments, teach non-credit classes, or perform other service for MCCCDC such as tutoring or subbing. The maximum clock hours in such case is 25 hours per week, determined by multiplying each load hour by two and adding to this total all additional work hours.

Note that a combination of assignments which will require more than 20 clock hours a week for more than 20 non-consecutive weeks in the fiscal year, will place the instructor into ASRS and deductions to a retirement account will begin. See Section VI, Arizona State Retirement System

### **Service Assignments**

Part-time service faculty, such as librarians and counselors are included in the employee group of Adjunct Faculty. Service Assignments are compensated at the applicable hourly rate for hours worked. See the [Temporary Employee Information section of the Salary Schedules](#)

The maximum workload for Adjunct Faculty in Service Assignments is 25 hours per week in the fall, spring or summer terms. Within this limitation, Adjunct Faculty may serve at one or more colleges in the District.

## **B. Compensation**

Instructional Assignments. Adjunct Faculty pay is based on the load hour rate of pay for Adjunct Faculty as established by Governing Board policy.

### **Pay Date & Checks**

Pay Date. Adjunct Faculty are paid on a bi-weekly basis according to the [District calendar](#):

### **Paycheck Delivery**

Adjunct Faculty can arrange to receive their paycheck in one of the following ways:

- [Direct Deposit](#),
- Mailed to residence, or
- Picked-up at Cashier's Office (or other office that maintains checks).

The choice can be made by completing and submitting [paycheck delivery options](#).

### **Calculation of Pay**

The amount of adjunct faculty pay for most Instructional Assignments is based on the sum total pay for a course, prorated over the length of the Instructional Assignment. The most common assignment is three load-hours. The total pay for that course would be three times the single load-hour rate. That total amount is divided by the number of weeks for the class. Pay is biweekly for the duration of the course. The pay period ends seven days before payday, so there may be one week of pay included in a starting or ending pay check

- Note this is the most common load formula, but there are several other formulas for lab classes, music, the arts, etc. The supervisor can explain these various load formulas.
- Note also, some colleges, including Rio Salado, prorate the amount of pay by the number of students participating in the class during the respective pay period.

For information in reading a [paycheck and other new employee information](#) or see the first sections of the [Quick Reference Guide \(QRG\)](#)

### **Hours of Work**

For purposes of calculating hours of instructional work and preparation, adjuncts are paid for time in the classroom plus an equivalent amount of time for preparation. Generally, a single load hour class is calculated at thirty-two (32) hours, a three-load hour class is calculated at ninety-six (96) hours, etc. This calculation is used to determine the value of a clock hour as well as the District's and each Adjunct Faculty's obligation to contribute to the Arizona State Retirement System (ASRS). Adjunct Faculty are not required to conduct office hours, attend meetings, or perform duties other than those directly related to an Instructional Assignment.

### **Indemnification**

The District, to the extent legally permissible, indemnifies and defends Adjunct Faculty against claims of liability for their good faith acts or omissions arising out of, and in the course of, employment with the District or while performing duties related to the conduct of District business.

### **Representing Higher Education**

When speaking as citizens, Adjunct Faculty will make reasonable efforts to indicate they are not speaking for the institution, and endeavor to conduct themselves as scholars and representatives of higher education by being accurate, respecting the opinions of others, and showing appropriate professional restraint.

## **V. ABSENCES AND SICK TIME**

### **A. Absences**

Adjunct Faculty are expected to be present for all scheduled classes. Unless the absence qualifies for [Earned Paid Sick Time](#), adjuncts will not be compensated for missed classes. Effective July 1, 2016, Adjunct Faculty are eligible for sick leave under [Proposition 206, the Fair Wages and Healthy Families Act \(Prop 206\)](#) (see Section B. Paid Sick Time).

In the event of a planned absence, Adjunct Faculty shall notify the Division/Department Chair and the division/department secretary in writing as far in advance as possible to permit the hiring of a substitute. Instructional substitutes must be arranged and/or approved by the Division/Department Chair. In such case, the Adjunct Faculty is expected to provide the Division/Department Chair with a lesson plan or prepared assignments.

In the event of an unplanned absence, Adjunct Faculty shall notify the Division/Department Chair and the division/department secretary, the respective Public Safety Office and, if applicable, the Evening Supervisor, as soon as possible to ensure notification of students. Following such an event, Adjunct Faculty shall either file for sick time in HCM as appropriate or provide a written explanation to the Division/Department Chair or designee as soon as practical.

Faculty who miss classes for AFGP-funded professional development must arrange with their chair as appropriate for a substitute. In HCM, the instructor must report the absence in HCM, marked 'Conference,' if available.\* Adjunct faculty are not to be docked for a substitute if they are on an AFGP-funded conference, and it might be necessary to work with supervisor or local HR to complete appropriate forms. *\*this procedure is in process.*

**Holidays**

The District recognizes the following holidays: Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the Friday following, Martin Luther King Day, Presidents' Day, Memorial Day, Winter Recess, and Spring Recess. Course classes generally are not held on District-recognized holidays. Exceptions may be made for intersession classes and courses provided to corporate and government clients.

**Leaves of Absence****Military Leave**

Adjunct Faculty who are members any branch, reserve or auxiliary units of the armed forces of the United States are entitled to an unpaid leave of absence to attend periods of military training without jeopardizing their positions of employment. Adjunct Faculty shall notify the Division/Department Chair of the need for leave as far in advance as possible.

**Jury/Witness Duty**

Adjunct Faculty shall be entitled to unpaid leave when subpoenaed for a court appearance or jury duty by the United States, the State of Arizona, a county, or a municipality, unless the Adjunct Faculty is a party in the court case in question or such court appearance is in connection with the Adjunct Faculty's personal business (e.g., traffic court, divorce proceedings, etc.). Adjunct Faculty notified of the obligation to serve on a jury or subpoenaed to appear in court shall present a copy of the notice, summons, or subpoena to the Division/Department Chair as far in advance as possible.

**Voting Leave**

Adjunct Faculty who are entitled to vote in a primary or general election held within the state shall be granted paid leave to vote at the beginning or end of their class, if there is less than three consecutive hours between the opening of the polls and the beginning of the class or less than three consecutive hours between the end of the class and the closing of the polls. The amount of leave granted shall be equal to three hours minus the time difference between class hours and the opening or closing of the polls. In such case, the Department/Division Chair shall designate the hours during which the employee may be absent and decide whether to grant such time off at the beginning or end of the employee's work hours.

**Crime Victim Leave**

Adjunct Faculty who are the victim of a crime or juvenile offense shall be granted unpaid leave to:

- Be present at a proceeding pursuant to ARS Sections 8-420 or 13-4439; or
- Obtain or attempt to obtain an order of protection, injunction, or other injunctive relief to help ensure the health, safety or welfare of the victim or victim's child.

**Family and Medical Leave**

Adjunct Faculty who have worked for the District for at least 12 months and at least 1,250 hours during the 12 months preceding the commencement of a qualifying leave of absence are eligible for Family and Medical Leave. [Family and Medical Leave](#) is an unpaid leave of absence of up to 12 weeks within a 12-month period for certain qualifying reasons.

## **B. Paid Sick Time**

In compliance with Proposition 206 (Prop 206), the Fair Wages and Healthy Families Act (the "Act"), effective July 1, 2017, Adjunct Faculty will accrue one (1) hour of paid sick time (PST) for every thirty (30) hours worked. All part-time, non-benefit eligible employees (including adjunct faculty) will be permitted to accrue sick time

### **Accrual of Paid Sick Leave**

Employees will receive one (1) hour of PST for every thirty (30) hours worked, and no partial hours will be counted. Adjunct will accrue PST based on hours worked over their contract period. The calculation of hours will be based on the same formula used for the Affordable Care Act (ACA); one hour of class time plus one hour of preparation time.

Employees may not use more than forty (40) hours of earned paid sick time per year. While Prop 206 allows for sick leave payouts, it leaves the decision to do so to the discretion of the employer. MCCCDC does not pay employees for unused sick leave accrued under Prop 206.

### **Approved Reasons for Sick Leave**

Adjuncts may request the use of sick leave in the following circumstances:

- Illness or injury of the employee.
- Illness or injury of an employee's immediate family member which requires the employee's attendance and personal care.
- Medical appointments of the employee or the employee's immediate family that require the employee's attendance and personal care.
- Absence due to domestic violence, sexual violence, abuse, or stalking are allowed under this policy in compliance with Proposition 206, the Fair Wages and Healthy Families Act (the "Prop 206").
- A public health emergency affecting the employee or a family member of the employee pursuant to Arizona Revised Statutes § 23-373.

### **Recording the Use of Sick Leave**

Employees on sick leave shall be paid at their regular rate of pay and the number of sick leave hours used shall be reported in the HCM system and deducted from the employee's sick leave balance. Sick leave shall be used and paid in quarter-hour increments. Standardized class minutes are to be reported as follows, even though they might not exactly be the same as actual class minutes:

- A regular class that meets 3 times a week will report 45 minutes PST for one class period.
- A regular class that meets 2 times a week will report 75 minutes PST for one class period
- A regular class that meets once a week will report 145 minutes PST for one class period. MCCCDC does not pay employees for unused sick leave.

**IMPORTANT NOTE:** User must click **Partial Days, Yes** or system might default to 8 hours.

## C. Required Notifications for Use of Sick Leave

### Planned Absences

Employees using sick leave for planned absences (i.e., medical appointments, etc.) shall notify the employee's immediate supervisor as far in advance as possible, and no later than the end of the workday before the day of the intended absence.

### Unplanned Absences

Employees requiring unplanned sick leave shall notify the employee's immediate supervisor or other designated contact person/phone number as soon as possible and no later than the deadline established by the employee's division/department/unit.

While MCCCDCD may require reasonable documentation of absences of three or more consecutive work days, MCCCDCD may not require that an employee specify the relevant health condition or the details of domestic violence, sexual violence, abuse or stalking. Reasonable documentation includes documentation signed by a health care professional indicating that the earned paid sick time is necessary. In the case of domestic violence, sexual violence, abuse or stalking, the following documents are considered reasonable:

1. A police report; a protective order, injunction against harassment, general court order, or other evidence from a court or prosecuting attorney;
2. A signed statement from a domestic violence, or sexual violence program, or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual abuse, or stalking;
3. A signed statement from a witness advocate concerning services from a victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual abuse, or stalking;
4. A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is receiving services related to domestic violence, sexual abuse, or stalking; or
5. An employee's legible, written statement concerning status of the employee or the employee's family member as a victim of domestic violence, sexual violence, abuse, or stalking that signals the employee's identity and (if applicable) relationship to the family member.

### Disposition of Sick Leave Upon Separation

MCCCDCD does not pay employees for unused sick leave. In compliance with ballot initiatives Proposition 206 passed by Arizona voters in November 2016, the initiative mandates that if the employee leaves and returns within nine (9) months, her/his sick leave balance is reinstated. This includes OYO or OSO returning to adjunct after a separation from full-time.

## VI. BENEFITS

### A. Tuition Waivers

#### Maricopa Class Tuition Waiver Policy - [MCCCDCD tuition waiver policy](#)

Adjunct Faculty are eligible for up to six credit hours of waived tuition when they have an Instructional Assignment for a for-credit course, a Service Assignment that is connected to a credit course, or consistently perform services for instructional support for a full



semester. Adjunct Faculty may use tuition waivers at any time after the beginning of their Instructional or Service Assignment {as defined in §I (A) and discussed in §IV (A)} and before the end of the same fiscal year as the Instructional or Service Assignment. No more than six credit hours of tuition waivers may be deferred to a term after the Instructional or Service Assignment. Tuition waivers may not be deferred from one fiscal year to the next. Additional items related to the implementation of processing tuition waivers for Adjunct Faculty on a fiscal year basis include:

1. Depending on the number of Instructional or Service Assignments that an Adjunct Faculty has within the fiscal year, it is possible to utilize a tuition waiver more than once within the fiscal year.
2. Deferred tuition waivers may be utilized to enroll in courses that begin before the end of the fiscal year, including eight-week summer courses that start in Summer Session(s) and last from May into July, so long as the majority of the course will have taken place prior to June 30th.
3. Adjunct Faculty tuition waivers are not transferable to other parties and may only be used by the Adjunct Faculty.
4. If an Adjunct Faculty's Instructional or Service Assignment is cancelled, the tuition waiver will become invalid, and the Adjunct Faculty is responsible for paying the full student costs of any courses taken
5. Individuals who teach as a result of dual or concurrent enrollment agreements and do not have an Adjunct Faculty Instructional Assignment with the District are not eligible for tuition waivers.

#### **B. Employee Discounts Perks**

As Maricopa employees, Adjunct faculty are entitled to receive discounts through the [Maricopa Colleges Employee Store](#). Discounts and offers are available on show and movie tickets, travel, as well as technology, including phones and computer, software, stores, services, even business cards, etc. Various colleges also offer fitness center discounts.

#### **C. Tax Sheltered Retirement Plans**

Adjunct Faculty may participate in tax sheltered supplemental retirement plans available through the District. For more information on [Retirement Plans](#)

#### **D. Arizona State Retirement System**

State law requires the District and Adjunct Faculty to contribute to the Arizona State Retirement System ("ASRS") if an Adjunct Faculty works for twenty hours or more per week for twenty weeks or more in a fiscal year. The weeks are not necessarily consecutive, and an instructor who is going to reach the twenty-week limit before the end of the course, may be required to contribute to the ASRS fund, through payroll deductions, before the twenty weeks are completed. [Information regarding ASRS](#)



## VII. DISTRICT AND COLLEGE RESOURCES

### A. Professional Development, AFPG

#### College Programs

Each college organizes adjunct faculty professional development programs differently, and such programs may be available through the college's teaching and learning, training and employee development, faculty development or employee development divisions/departments.

#### Centers for Teaching and Learning

Center for Teaching, Learning and Engagement (CTLE - Glendale), Center for Teaching, Learning and Assessment (CTLA - Chandler-Gilbert) and Rio Faculty Development are all college centers which support adjunct faculty.

Each college has support systems for adjunct questions, training, and workshops, ranging from an introduction to CANVAS, technology in the classroom, or how to do assessments. Adjuncts are welcome to walk-in, ask questions by email, call for an appointment, or attend scheduled workshops. The CTLs are often the adjuncts best resource for improving instruction and meeting the needs of students.

#### Divisions or Departments

Colleges may offer training designed specifically for a particular discipline. An adjunct will likely learn about these offerings through email from their division or department.

#### District Programs

The District provides numerous programs to support teaching and learning. These include:

#### Maricopa Center for Learning and Innovation

To foster student success, the Maricopa Center for Learning and Innovation (MCLI), located at the District Support Services Center, is dedicated to supporting and advancing teaching and learning by working collaboratively with faculty, administrators, and district-wide groups to provide quality services, programs, and resources. Faculty development programs and initiatives available to Adjunct Faculty through the [MCLI](#) include:

- Adjunct Faculty Professional Growth (AFPG)
- Maricopa Excellence in Teaching
- Maricopa Institute for Learning Research Fellows
- Horizon Grants
- Maricopa Summer Institute

#### Professional Growth, including AFPG

All Adjunct Faculty, whether instructional or service, may apply for funding assistance on a reimbursement basis to attend conferences, seminars, workshops, and professional meetings that are directly related to, and will enhance and/ or update, the Adjunct Faculty's teaching skills and the learning of the Adjunct Faculty's students. The [Adjunct Faculty Professional Growth \(AFPG\) Program](#) is administered by the MCLI. Professional growth funds may not be used to cover the loss of compensation due to class absences.

### **Center for Employee and Organizational Development (CEOD).**

The Center for Employee and Organizational Development (CEOD) is the District Human Resources Division. [CEOD](#) provides personal, professional and technology learning opportunities through a variety of methods on topics relevant to Maricopa. [CEOD](#) works in partnership with colleges, divisions/departments and work units to provide resources to meet specific employee development needs. Adjunct Faculty may attend any District professional development program unless the program specifies otherwise.

### **B. Equipment and Facilities**

Adjunct Faculty may access college facilities and may utilize equipment and intra- and inter- college mail facilities according to the procedures established by each college for the purpose of conducting District business. Equipment may not be removed from the college by Adjunct Faculty without prior written approval of College President or designee.

#### **Office Space**

Each college establishes offices on a division/department, building, or campus basis where Adjunct Faculty may counsel students, prepare classroom materials, grade papers, and have computer and telephone access.

### **C. Adjunct Faculty Association**

The Adjunct Faculty Association (“AFA”) is a professional association that provides representation for all Adjunct Faculty at the District and college level. The AFA advocates on behalf of all Adjunct Faculty by recommending and supporting ideas, concepts, policies, and procedures directly related to the critical Adjunct Faculty role in facilitating student success and improving the District’s organizational effectiveness. More information about the AFA can be obtained at [myafa.org](http://myafa.org)

## **VIII. EMPLOYEE SAFETY AND WELLNESS**

### **A. Job Related Injuries**

**Immediate Reporting Requirements.** Adjunct Faculty should immediately report any injury or illness which occurs during the course and scope of employment with the District to the Division/Department Chair.

**Seeking Medical Attention.** When medical attention is needed for workplace injuries the employee should go to the nearest Concentra Medical Center (CMC) or HealthWorks Medical Walk-In Center (HW MWI) for initial treatment of the injury (College HR or Public Safety will know this information). In life threatening situations, 9-1-1 should be called for ambulance transport to the nearest hospital emergency room.

**Follow-up Reporting Requirements.** The Adjunct Faculty and the Division/Department Chair shall complete and forward the appropriate forms and reports to the [District’s Risk Management office](#) within 48 hours of injury or illness.

## **IX. EMPLOYEE CONDUCT AND RESOLUTIONS**

### **A. Employment Standards**

All employees, including Adjunct Faculty, are subject to disciplinary action, up to and including termination, for violations of criminal, civil, public, or District policy including:

- Willful and intentional violation of any state or federal law, applicable ordinance, Board policy, or District administrative regulation that affects the employee's ability to perform the employee's job.
- Making a false statement of or failing to disclose a material fact in the course of seeking employment or re-assignment of position within the District.
- Willful and intentional failure to perform job duties that have first been communicated to an employee and are within the employee's scope of employment.
- Willful and intentional commitment of acts of fraud, theft, embezzlement, misappropriation, falsification of records or misuse of District funds, goods, property, services, technology or other resources.
- Conviction of a felony or misdemeanor that adversely affects an employee's ability to perform job duties or has an adverse effect on District if employment is continued.
- Fighting with a fellow employee, visitor, or student, except in self-defense. Committing acts of intimidation, harassment or violence, including (but not limited to) oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on District premises, while conducting District business, or at any time which would interfere with the effective conduct of the employee's work for the District; the use of illegal drugs; or testing positive for illegal drugs. The exception would include the consumption of alcohol at a reception or similar event at which the employee's presence is clearly within the scope of employment.
- Possessing firearms or other weapons on District property, except as may be required by the job or as otherwise permitted by law.
- Abandonment of one's position.
- Intentional destruction or threat of destruction of District property, with malicious intent.
- Performing acts or executing job responsibilities in a reckless manner that poses a threat to the physical safety of the employee or another person.

**At-Will Employment.** The District's Employment Standards are not an express or implied contract of employment and do not create any contractual rights of any kind between the District and Adjunct Faculty. In addition, all Adjunct Faculty should understand that the Employment Standards do not modify their employment status as at-will employees. The Employment Standards are intended to clarify each Adjunct Faculty's existing obligation for proper conduct

**Not Eligible for Rehire.** Adjunct Faculty who are terminated or non-renewed due to a determination that the Adjunct Faculty has violated Maricopa Employment Standards set forth above, or who resign in lieu of such termination or non-renewal by agreement or otherwise, are not eligible for rehire by the District. Adjunct Faculty will be afforded notice of such a determination and an opportunity to be heard.

## **B. Resolution of Complaints**

**Adjunct Faculty Complaints.** Adjunct Faculty seeking resolution of a complaint concerning an Instructional or Service Assignment should first discuss the matter with the Division/Department Chair. If the matter is not resolved at that level, Adjunct Faculty may discuss it with the appropriate Vice President or designee. If the matter is not resolved at that level, Adjunct Faculty may discuss it with the College President or designee. The decision of the College President or designee is final.

**Student Complaints.** A student, who feels unfairly or unjustly treated by an Adjunct Faculty member with regard to an academic process such as grading, testing, or assignments, shall first discuss the issue with the Adjunct Faculty member involved. This conference shall be requested by the student within 15 business days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within 10 business days of the request for the conference, the problem is not resolved or the Adjunct Faculty member has been unable to meet with the student, the student may file a written complaint with the Department/Division Chair and appropriate administrative office at the College. This written complaint must be filed within 10 business days following the previous deadline. The written complaint will be given to the Adjunct Faculty member at least five business days before any official meeting is held.

Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The Adjunct Faculty member may ask that the Faculty Senate President and/or their Adjunct Faculty Association College Representative or designee be in attendance. Every attempt will be made to maintain confidentiality during this process. An Adjunct Faculty member will not be required to respond to a complaint that is not in writing and that, when appropriate, does contain specific documentation including dates, times, materials, etc.

If the complaint is not resolved at this level within 10 business days, the student may forward, to the Vice President of Academic Affairs or appropriate College administrative office, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Vice President of Academic Affairs or appropriate College administrative officer will meet with the student, Adjunct Faculty member, the Department/Division Chair, and the Faculty Senate President (the latter upon request of the Faculty member), and attempt to resolve the issues. This level will be the final step in any complaint process regarding grades.

If the complaint, other than those concerning grades, is not resolved by the Vice President of Academic Affairs or the appropriate College administrative officer, it may be forwarded in writing by the student to the College President for final resolution. The College President, or designee, will expedite a timely examination of the issues and will issue a final written determination in the complaint process.