CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 2147  (December 1988)

SUBJECT: Delegation of Authority to Provosts for Casual and Overload Personnel Actions for the Community Colleges

A. References:


5. BOR's Community College Classification and Classification Policy, July 14, 1977.

6. Agreement Between the University of Hawaii Professional Assembly and the University of Hawaii.

7. Appendix A, Minimum Qualifications for Instructor II.

B. Background and Purpose: By memo dated January 22, 1986, the President delegated authority to the Chancellor to appoint casual hire and approve overloads within policy. Accordingly, to expedite personnel transactions, the Chancellor is redelegating the authority to approve instructional casual hires and overload assignments to Provosts.

C. Responsibilities:

1. Chancellor for Community Colleges:

a. Spot-checks campus approvals of casual hire (instructional) and overload assignments to community college faculty.

b. Upon review and recommendation of designated staff, approves

1) non-instructional casual hires; and

2) appointment exceptions to established policies and practices;

c. Through designated staff, monitors delegated personnel actions, including
appointments and compliance with policies and procedures.

2. **Provosts:**
   
a. Approve of instructional casual hires and overload appointments in compliance with statutes, rules and regulations, policies, delegations, procedures, practices, processes, and collective bargaining contracts. Recommend approval of non-instructional casual hires.

   b. Justify and recommend approval to the Chancellor for situations where proposed actions fall outside of established policies as cited in Section C.2. (a) above.

D. **Procedures**

1. **Overload**
   
a. Ensure UH Form 6 is completed properly and that the fiscal officer signs line #56, and Provost signs line #60. (Exhibit 1)

   b. A Workload Commitment Form must accompany each Form 6 (Exhibit 2) and ensure that the intent and the principles set forth in the Chancellor’s memo dated July 14, 1986 are adhered to. (Exhibit 3)

   c. Submit UH Form 6 bursted and distributed as follows:
      
      1) Payroll Copy - send directly to UH Payroll Office in alphabetical order
      2) Appointee Copy - copy to employee
      3) Personnel Management Office Copy - send to CC Personnel in alphabetical order
      4) All other copies for campus distribution

2. **Casual**
   
a. **Instructional:**
      
      1) Ensure UH Form 6 is completed and that the fiscal officer signs line #56 and Provost signs line #60. (Exhibit 4)
      2) Complete Immigration Form I-9 and attachments, as appropriate.
(Exhibit 5)

3) Submit UH Form 6 bursted and distributed as follows:

a) Payroll Copy - send directly to UH Payroll Office in alphabetical order. Staple to Payroll Copy, if applicable, the following:

1. HW-4, State Employee's Withholding Exemption and Status Certificate

2. W-4, Federal Employee's Withholding Allowance Certificate

b) Appointee Copy - copy to employee

c) Personnel Management Office Copy -- send to CC Personnel in alphabetical order with checklist and if applicable, other narrative documents

d) I-9 in alphabetical order - to CC Personnel

e) UCBP-5(A) -- to CC Personnel

f) All other copies for campus distribution

b. Non-Instructional:

1) Submit memo for approval to Chancellor ensuring that the following are incorporated:

a) Reasons for non-instructional casual

b) Duties Summary

c) Period of appointment

d) Salary

e) FTE

f) Account Code

2) Once the memo is approved, submit completed Form 6 with Fiscal Officer's signature on line #56, Provost's signature on line #57. (Exhibit 6) Also, complete Immigration Form I-9 and attachments, as appropriate.
3) Submit UH Form 6 bursted and distributed as follows:

a) Payroll Copy -- send directly to UH Payroll Office in alphabetical order. Staple to Payroll Copy, if applicable, the following:

1) HW-4, State Employee's Withholding Exemption and Status Certificate

2) W-4, Federal Employee's Withholding Allowance Certificate

b) Appointee Copy - copy to employee

c) Personnel Management Office Copy - send to CC Personnel in alphabetical order with checklist and approval memo with other narrative documents

d) I-9 in alphabetical order - to CC Personnel

e) UCBP-5(A) - to CC Personnel

f) All other copies for campus distribution

E. Revisions

All previous Chancellor's memoranda contrary to the policies and procedures in this CCCM are superseded.

Joyce S. Tsunoda
Chancellor for Community Colleges

Attachments (6)
GUIDELINES FOR COMPLETING WORKLOAD COMMITMENT FORM

The purpose of the Workload Commitment Form is to provide a comprehensive current total workload record for each faculty member in the "C" classification for determining overload eligibility in accordance with the union contract. It is to be updated each semester and with each workload transaction requested, assigned or reported. Maintenance of the Workload Commitment Form is a campus responsibility, subject to System Office surveillance.

Appendix D of the Faculty Handbook 1973 Interim Revision governs item D; Appendix R governs items A and B; the union contract governs item C except for non-credit contact hours and professional improvement credits taken not applicable to range advancement." (See C.2b. on attached form)

Transfer outside employment data collected through the Community College Record of Outside Employment Form to item D of this form.

Enter on this form additional details, as dates, course abbreviations, etc., as appropriate for record keeping purposes. Make only penciled entries in the total columns because these are cumulative for each category and are recomputed with each transaction. Note additional instructions on the form itself.

Note that items A, B, and C request credit hours; item D however, requests clock hours per semester.

The extent to which outside employment prevents the granting of load reductions, overloads, or the taking of approved credits toward range advancement is a campus decision, but as a general guideline, 45 hours of outside employment is considered the equivalent of a one credit overload.

Attach a copy of the Workload Commitment Form to each UH Form 6 overload request. The total workload assumed by the individual determines eligibility for overload.
**WORKLOAD COMMITMENT FORM**  
University of Hawaii  
Community Colleges

| Campus __________________ | Instructor's Name ______________________ | Academic Year __________ |

When requesting overloads, attach this form to the Form 6. Each semester and whenever workloads in the areas below change, update this form for all "C" personnel. Complete each category overloads, include the current overload request.

<table>
<thead>
<tr>
<th>Workload</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Regular Workload</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Contact Hours counts/Advising</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Released Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Contact Hours Cite Reason(s)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C. Workload Exceeding Normal Lead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Overloads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Credit Hours</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. Non-Credit Content Hours</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Professional Improvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Credits Approved for Range Advance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Credits Taken Not Applicable to Range Advancement</td>
<td></td>
<td></td>
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<tr>
<td>D. Approved Outside Employment</td>
<td></td>
<td></td>
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<tr>
<td>1. Consultant</td>
<td></td>
<td></td>
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<tr>
<td>2. Contract</td>
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<td></td>
<td></td>
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<tr>
<td>3. Private Employment</td>
<td></td>
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</tr>
</tbody>
</table>

**INSTRUCTOR FTE:**

Remarks for the Record:

Approved: ____________________________
TO: Provosts Alma Henderson
    Peter Dyer
    David Iha
    Peter Kessinger
    John Morton
    Melvyn Sakaguchi

  Director Lawrence Wakui, ETO

SUBJECT: OVERLOAD

Introduction

Overload payment for Instructors is customarily made when significant additional work or classes are assigned over and above the standard teaching load. "Standard teaching load" for faculty at the community colleges, as defined by contract, is 15 semester credit hours per academic semester (Chapter 9, Section 9-16, BORP). However, due to the difficulties in scheduling, a load between 14 and 16 semester units or the equivalent of 30 per academic year will be considered a full load (Faculty Handbook, Appendix R, August 1, 1977).

Issue

Instructional faculty have a primary responsibility of providing quality instruction and support to students. Essentially, this also means being available to students outside class hours for student advising and counseling, maintaining office hours, as well as participating in pertinent college activities.

Beyond the expectations of the normal "duty day," it may be appropriate or necessary to assign additional work to faculty for various reasons for which additional compensation (overload) may be warranted. The following are offered as general directional statements.

While the definition of overload may be precise, a review of actual practices indicates a degree of uncertainty as to under what circumstances overload compensation should be awarded.

Purpose

* When granting overload to faculty on assigned time, the Provost must ensure that the overload assignment does not cover the same time period from which faculty had just been reassigned.
For example, faculty released from Monday/Wednesday classes to do an assigned project, should not normally be given overload on Monday/Wednesday.

Our community colleges operate on an "extended dy" concept which means that overload payment may be authorized only for assignment in excess of the standard teaching load and not specifically for teaching in the evenings.

Overload should be calculated on an academic year basis whereby total credits exceeding the standard 30 credits per academic year shall be compensated. However, because of the policy statement that between 14 and 16 credits are considered a full load for a given semester, overload shall be paid for semester teaching loads in excess of 16 semester hours.

Overload payments in combination with assigned (released) time requires Chancellor's concurrence.

Campus Responsibility

Provosts and Deans are responsible and accountable for observing the guidelines discussed above and to know when Chancellor's Office approval is necessary. Procedural guidelines, as necessary, will be issued under separate cover.

Joyce S. Tsunoda
Chancellor for Community Colleges

cc: George S. Higa
    Peggy S. Hong
    Mike Rota
MEMORANDUM

February 5, 1987

TO: Vice Presidents
Chancellors
Associate Vice President
State Director or Vocational Education
Manoa Deans and Directors

FROM: James H. Takushi
Director of Personnel

SUBJECT: Advisory Memorandum on Verification of Employment Eligibility in Compliance with
the Immigration Reform and Control Act of 1986

The purpose of this advisory memorandum is to provide University personnel with the
information necessary to comply with the verification requirements of the recent Immigration Reform
and Control Act of 1986 which apply to the hiring of all employees. Although the final regulations
have not yet been published by the federal government, this information is being issued in order to
bring the hiring practices of the University into compliance with the Act which took effect on
November 6, 1986. For the first time, civil and criminal penalties will be imposed on those who
knowingly hire, recruit or refer aliens who are not authorized to work in the United States.
Employers will have to examine certain types of documents before hiring any individual to verify:
(1) that the applicant is presenting his or her true identity; and (2) that he applicant is eligible to work.

The administrative heads of hiring units are advised to implement the following
instructions immediately. In addition, it will be necessary to retroactively request proof of eligibility
(I-9 form) for all those hired after November 6, 1986. In the meantime, this office will be drafting
formal administrative procedures once the final regulations are published in April.

INSTRUCTIONS:

Employment Eligibility Certification

1. Form I-9. This form entitled Employment Eligibility Certification is designated as the
sole form to be completed and maintained under the Act (see attached). Photocopy
the attached form for your use.

2. Individual's Application for Employment. Form I-9 must be
prepared by individuals entering employment prior to
commencement of employment by the University.

   a. An individual must provide biographical information on
      the Form I-9 and attest under penalty of perjury that
      he/she is:
(1) a citizen or national of the United States; or

(2) an alien lawfully admitted for permanent residence or an alien who is authorized under the Immigration and Nationality Act or by the Attorney General to work in the United States.

b. An individual must provide documents identified in section 3 to the administrative head of the hiring unit for the purpose of establishing his/her identity and employment authorization.

c. Any person physically unable to complete and sign Form I-9 due to physical or mental disability or inability to read or write, may be assisted in the preparation of this form. The assisting individual must prepare or assist in the preparation of the Form I-9 and declare that the information required on the form is true and correct to the best of his/her knowledge.

3. Acceptable Documents. The individual may present either a document which establishes both employment authorization and identity or an original document which establishes employment authorization and a separate original document which establishes identity.

a. For the purpose of establishing both an individual's employment authorization and identity, the following are acceptable:

(1) United states passport

(2) Certificate of Citizenship, issued by the U.S. Immigration and Naturalization Service

(3) U. S. Citizen Identification Card, issued by the U. S. Immigration and Naturalization Service

(4) Certificate of Naturalization

(5) An unexpired foreign passport which:

   (a) contains an unexpired stamp therein which reads, "processed for I-551..." or

   (b) has attached thereto a Form I-94 in the same name (with identical biographic information)
on which is an employment authorization stamp so long as the period of endorsement has not yet expired and he proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94.

(6) An Alien Registration Card, provided that it contains a photograph of the bearer.

(7) An unexpired Work Permit, issued by the U. S. Immigration and Naturalization Service.

b. For the purposes of establishing employment authorization, the following are acceptable:

(1) Social Security account number card, issued by the Department of Health and Human Services or previously issued by Health, Education, and Welfare (other than such a card which specifies on the face that the issuance of the card does not authorize employment in the United States).

(2) A certificate of birth in any State. The certificate must contain the given surname, name, date of birth, place of birth, date the birth record was filed, and an official seal or other certification by the official custodian of such record. Official custodian refers to the governmental agency with which the birth is registered.

(3) Report of U. S. Citizen Birth Abroad, issued by the U. S. Department of State.

(4) Form I-94 with employment authorization stamp.

c. For the purpose of establishing identity of the individual, the following are acceptable:

(1) An original driver's license issued by any state which

   (a) bears a photograph of the individual, or

   (b) contains personal identifying information which, at a minimum includes his/her full name, date of birth, height, weight, color of eyes, and residence address.
(2) An original identity document issued by any State for the purpose of identification which either:

   (a) bears a photograph of the individual, or

   (b) contains personal identifying information which at a minimum includes his/her full name, date of birth, height, weight, color of eyes, and residence address.

(3) In the case of individuals residing in a State which does not provide for issuance of an identification document (other than a driver's license), the following:

   (a) Notice of Discharge from the U. S. Armed Forces

   (b) Document evidencing active duty or reserve status in the U. S. Armed Forces

   (c) (to be developed by INS)

4. Examination of Documents and Attestation of Employer.

   a. The administrative head of the hiring unit must prepare a Form I-9 prior to the hiring of an individual at the University, and he/she must:

      (1) Examine the portion of the Form I-9 completed by the prospective employee to ensure that it is legible, properly completed, and bears a signature;

      (2) Physically examine the documents provided by the prospective employee and ensure that they:

             (a) reasonably appear on their face to be genuine, and

             (b) are sufficient to meet the requirements of the Act;

      (3) Complete the employment verification portion of Form I-9 by recording the required information from the documents presented by the prospective employee;

      (4) Verify and attest that, based upon an examination of the documents presented, the prospective
employee is eligible for employment by signing the Form I-9.

5. **Copying Verification Documents.** The administrative head of the hiring unit shall photocopy the document(s) presented by the prospective employee and attach the copies to the Form I-9. These copies are to be used solely for compliance with this Act.

6. **Record-keeping Requirements.** The Form I-9 with the attached copies of verification documentation is to be maintained in the personnel file of the individual. The employer must retain the Form I-9 with attachments or at least three years, or one year after the employee is terminated, whichever is later.

If you require any information or further clarification regarding these instructions, please call Evelyn Nowaki, Assistant to the Director, at ext. 8987. Informational meetings will be scheduled in the near future.

Attachment

cc: President Simone
    Regents' Office