

ASCC Human Resources Office – Standard Operating Procedures

INTRODUCTION

In an effort to document the procedures used with the Human Resources Office, Standard Operating Procedures are created. These procedures will govern the day to day operations of the division. Additional procedures and revisions to existing procedures may be required if federal, state or local regulations are mandated and/or changed.

Any questions concerning enclosed Standard Operating Procedures please contact:

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ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Establishment of Position Classification

SOP #:	HR-001	Reference(s):	ASCC BHE Policy Governance Manual 4600: Establishment of Classification and Pay System Policy ASCC BHE Policy Governance Manual 4601: Exempt/Non-Exempt Employee Status ASCC BHE Policy Governance Manual 4602: Position Classification System ASCC BHE Policy Governance Manual 4602.1 Classifications ASCC BHE Policy Governance Manual 4603: Wages
SOP Title:	Establishment of Position Classification	Objective(s):	To establish position classification/reclassification of vacant or filled positions for processing prior to March 31 st annual for inclusion in the next budget year.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	1. Position Review, Classification & Compensation Form Part I and Part II., ASCC HR 4600.1B 2. 2020 ASCC Classification and Approved 2020 General and Teacher Pay schedule

Regulations:

1. ASCC 2020 BHE Policy Governance Manual 4600 Establishment of Classification and Pay System Policy
2. Hiring Division shall request to Human Resources the classification/reclassification of vacant or filled positions for processing prior to March 31st annual for inclusion in the next budget year.

Procedures:

1. **Hiring Division** – refers to the Division with the vacant position that needs to be filled.
2. **Career Service (CS)** – Competitive recruitment that shall be filled as per the merit system.
3. **Contract Specialist 1 or 2 years (CTT2/CTT1)** – refers to contract recruitment with limited benefits and shall be contracted for a period of one (local only) to two years (local and off-island contracts). It is a competitive recruitment and shall be filled as per the merit system. Benefits are limited to: leave, and holiday pay.
4. **Consultant (CONS6)** – refers to temporary hire of 12/6/3/1 months does not require competitive recruitment. This recruitment is not entitled to benefits, such as: leave, retirement, overtime/compensatory time. Any conversion of a consultant contractor to career service must be through the established recruitment and hiring process.

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5. **Exempt:** Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay.
6. *Exception: To be exempt employee, they must be paid at-least \$35,500 annually.*
7. **Non-exempt:** Position and employee is entitled to overtime pay.
8. **Position Review, Classification and Compensation Form (PRCC):** refers to the position review form that establishes the classification and compensation of the position, and to create or update the existing.
9. **PARR** – refers to Personnel Action Request – Recruitment
10. **Renewal** – refer to an employee having expired contract renewed with same terms of employment with a recommended change in compensation and job description.

Form Use:

1. Position Review, Classification & Compensation Form Part I and Part II., ASCC HR 4600.1B
2. 2020 ASCC Classification and Approved 2020 General and Teacher Pay schedule

Step 1	<p>Hiring Division through the Head of Division, Dean/Director/Officer initiates the Position Review, Classification & Compensation Form Part I to establish or update the position description, classification and compensation of the position.</p> <p>The approved 2020 ASCC Classification and Compensation Plan used as the basis for determining standard occupational classification based on work performed, on the skills required, education and or training needed to perform the work at a competent level.</p> <ol style="list-style-type: none"> I. The General Schedule (GS) which applies to the white and blue collar positions and which is based on “equal pay for substantially equal work”. II. The Teacher Schedule (TS) which applies to teachers/faculty and which is also based on credentials and in consistent with regulation “equal pay for substantially equal work”. 	Process Duration: 1-2 days
Step 2	<p>Hiring Division completes the Position Review, Classification & Compensation Form Part I.</p> <p style="padding-left: 40px;">Part I: Identification of Position</p> <ol style="list-style-type: none"> I. Requesting Division II. Position Action Requested III. Division Recommendation to proposed position IV. Position Budget V. Division Signatures <p style="padding-left: 40px;">Part I.A:</p> <ol style="list-style-type: none"> I. Organization Chart of position II. Position Summary III. Essential Functions/Responsibilities IV. Contacts and Communications V. Supervisory Responsibilities VI. Independent Action/Judgment VII. Budget Responsibilities VIII. Consequences of Errors 	Process Duration: 1 day

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	IX. Confidential/Sensitive Information X. Working Environment XI. Work Experience/Educational Background XII. Additional Information	
Step 3	Hiring Division routes Position Review, Classification and Compensation Form Part I to respective Dean/Director/Officer, Vice President for review and approval for processing. Expected time period of routing form: 1-3 working days.	Process Duration: 1-3 days
Step 4	Upon approval of Dean/Director/Officer and respective Vice President, hiring division delivers the approved Position Review, Classification and Compensation Form Part I to Human Resources Office for processing and initiation of Position Review, Classification and Compensation Form Part II. Page 1	Process Duration: 1-3 days
Step 5	Human Resources Office processes approved Position Review, Classification and Compensation Form Part I by initiating Position Review, Classification and Compensation Form Part II. Page 1 and prompting the following internal processes: 1. Update Job Description: <ul style="list-style-type: none"> • Position Title/Budget Position Number • Employment Status & Pay Grade • Qualifications • Position Classification Pay Range • Updated job description 2. Abbreviated Job Description for Job Announcement 3. Review Position Review, Classification and Compensation Form Part I and II. Page 1 by Human Resources Officer and issuing signature of review and recommended approval in accordance with ASCC standard of classification and complying with local and federal regulations. Expected Processing Time: 1-3 working days	Process Duration: 2-5 days
Step 6	Human Resources Office forwards Position Review, Classification & Compensation Form Part I and Part II. Page 1 to Division for review and recommendation of approval by Dean/Director/Officer.	Process Duration: 1 day
Step 7	Upon review of Division Dean/Director/Officer, the hiring division returns agreed upon Position Review, Classification & Compensation Form Part II.A to Human Resources.	Process Duration: 1-2 days
Step 8	Human Resources Office forwards Position Review, Classification & Compensation Part I and II. Page 1 to respective Vice President and President for final review and approval. Upon approval of form, the following documentation is filed as follows: <ul style="list-style-type: none"> • Original copy is filed with Human Resource Office in master file for position reviews • Human Resources forwards a copy of completed forms, Position 	Process Duration: 1-2 days

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	Review, Classification and Compensation Part I and Part II. Page 1, along with updated job description to hiring division.	
Step 9	Hiring Division proceed to initiate Recruitment and Hiring Process (refer to Recruitment Process SOP and Hiring Process SOP)	Process Duration: 1 day
Step 10	Upon completion of Hiring Process in the selection of qualified candidate, Human Resources initiate Position Review, Classification and Compensation Part II. Page 2: Certification of Classification and Compensation.	Process Duration: 1-2 days
Step 11	Human Resources routes Position Review, Classification and Compensation Form Part II. Page 2 to hiring Division, Finance, respective Vice President and final approval by President. No offer or notice of the hiring process is issued until the President approves the effective date.	Process Duration: 1-2 days

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Recruitment

SOP #:	HR-002	Reference(s):	ASCC BHE Policy Governance Manual 4003: Employment Standard ASCC BHE Policy Governance Manual 4003.1: General Requirements of Recruitment and Placement ASCC BHE Policy Governance Manual 4003.2: Merit System Program ASCC BHE Policy Governance Manual 4003.3: Administrative Responsibility of Employment ASCC BHE Policy Governance Manual 4004: Competitive or Non Competitive Hiring ASCC BHE Policy Governance Manual 4005: Job Posting ASCC BHE Policy Governance Manual 4005.1 Employee Recruitment and Hiring ASCC BHE Policy Governance Manual 4200: Employment of Non Residents ASCC BHE Policy Governance Manual 4208.1 American Samoa Employment Preference
SOP Title:	Recruitment	Objective(s):	To recruit for a vacant or newly established position.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	1. Position Review, Classification & Compensation Form, ASCC HR 4600 2. Personnel Action Request – Recruitment Form, ASCC HR 4003.3

Regulations:

1. ASCC 2020 BHE Policy Governance Manual 4003 Employment Standard
2. Hiring Division shall request the recruitment for a vacant or newly established position.

Procedures:

1. **Hiring Division** – refers to the Division with the vacant position that needs to be filled.
2. **Career Service (CS)** – Competitive recruitment that shall be filled as per the merit system.

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3. **Contract Specialist 1 or 2 years (CTT2/CTT1)** – refers to contract recruitment with limited benefits and shall be contracted for a period of one to two years. It is a competitive recruitment and shall be filled as per the merit system. Benefits are limited to: leave, and holiday pay.
4. **Consultant (CONS6)** – refers to temporary hire of 12/6/3/1 months does not require competitive recruitment. This recruitment is not entitled to benefits, such as: leave, retirement, overtime/compensatory time.
5. **Exempt:** Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay.
Exception: To be exempt employee, they must be paid at-least \$23,600 annually.
6. **Non-exempt:** Position and employee is entitled to overtime pay.
7. **Position Review, Classification and Compensation**
8. **PARR** – refers to Personnel Action Request – Recruitment
9. **Renewal** – refer to an employee having expired contract renewed with same terms of employment and may include a recommended change in compensation due to change in job description.

Form Use:

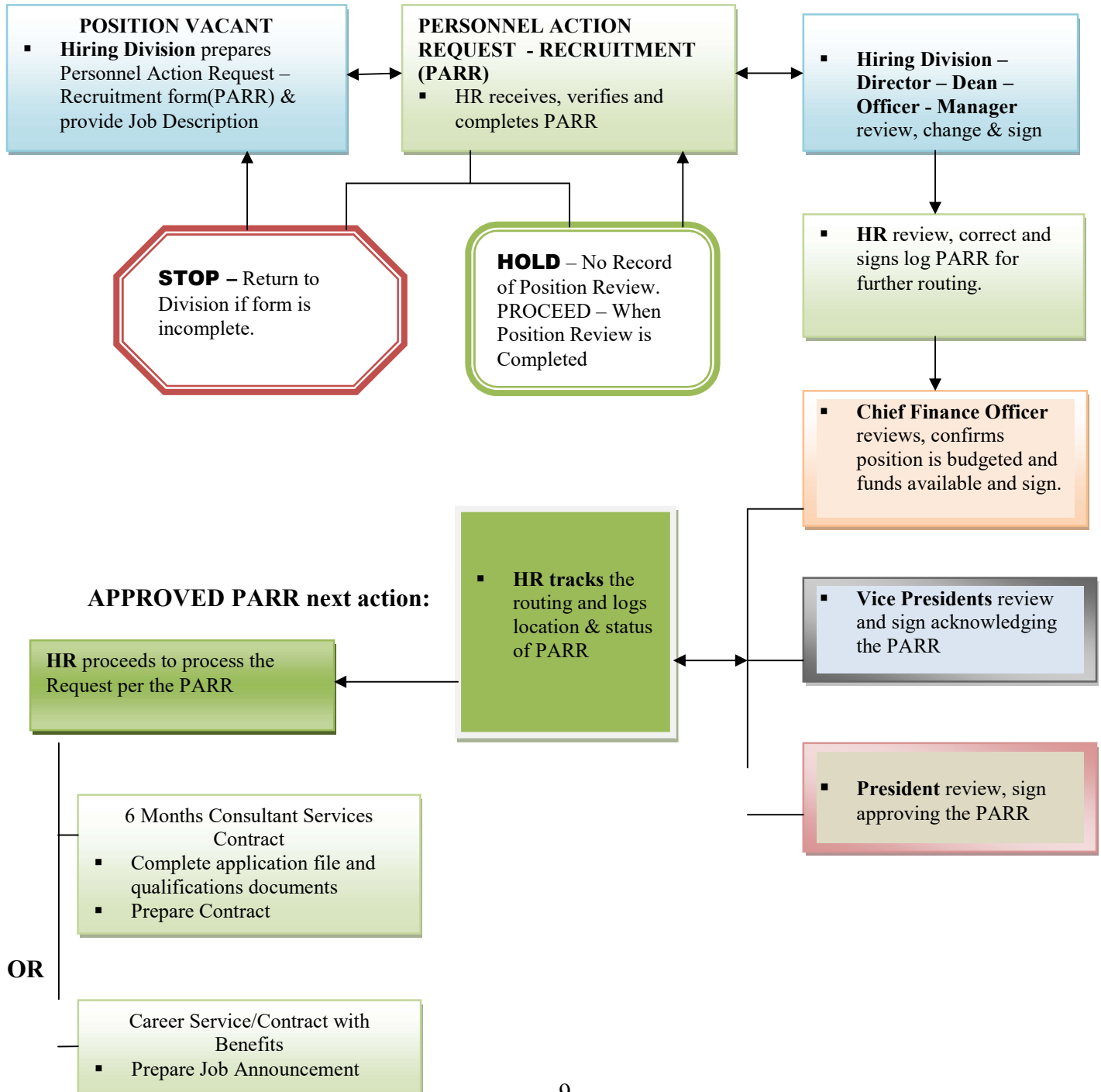
1. Position Review, Classification & Compensation Form, ASCC HR 4600
2. Personnel Action Request – Recruitment Form, ASCC HR 4003.3

Step 1	Hiring Division or requesting Division with vacancy fill out and completes the Personnel Action Request – Recruitment Form. The form includes the following sections to fill out: <ul style="list-style-type: none"> • Section I – Division’s Request Information • Section II – Personnel Requisition • Section III – Budget Information • Section V – Advertisement Request 	Process Duration: 1 day
Step 2	Division completing the form delivers the Personnel Action Request – Recruitment Form of Human Resources Office. Incomplete forms will be returned to the requesting Division.	
Step 3	Human Resources receives the completed Personnel Action Request – Recruitment Form and performs the following: <ul style="list-style-type: none"> • Enters in routing log; • Human Resources staff/representative reviews and verifies the completed form by criteria: <ul style="list-style-type: none"> Current approved fiscal budget – “budgeted position” Grant personnel budget (if applicable) Position Review, Classification and Compensation Form Part I and II (on file and updated) • Upon verification, the Human Resources Officer finalizes review and issue signature of approval to proceed. 	Process Duration: 1-3 days
Step 4	Human Resources Office routes completed reviewed Personnel Action Request – Recruitment Form to Finance Division, respective Vice President and President for approval.	Process Duration: 1-3 days

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Step 5	Human Resources Office retrieves file from respective offices and upon approval of President, proceed to initiate the Job Announcement Process or Temporary Appointment or Emergency Appointment Contract Processing	Process Duration: 1-3 days
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FLOW CHART RECRUITMENT REQUEST



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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Temporary Appointment

SOP #:	HR-003	Reference(s):	ASCC BHE Policy Governance Manual 4008.1 Staff Appointment Types ASCC BHE Policy Governance Manual 4003-4003.1: Employment Standards ASCC BHE Policy Governance Manual 4005.1 Employee Recruitment and Hiring ASCC BHE Policy Governance Manual 4005.3 Applications
SOP Title:	Temporary Appointment	Objective(s):	To ensure recruitment for a temporary appointment.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	1. Personnel Action Request – Recruitment Form, ASCC HR 4003.3 2. Consultant Services Contract Form (1-6 months) 3. Confirmation of Employment Form (Green Color)

Regulations:

1. ASCC 2020 BHE Policy Governance Manual 4008.1 Staff Appointment Types
2. Hiring Division shall request the recruitment for a temporary appointment not exceeding one year. The President may authorize based temporary nature of the program need.

Procedures

1. **Hiring Division** – refers to the Division with the vacant position that needs to be filled.
2. **Consultant (CONS6)** – refers to temporary hire of 12/6/3/1 months does not require competitive recruitment. This recruitment is not entitled to benefits, such as: leave, retirement, overtime/compensatory time. Temporary hire shall not exceed one year.
3. **Exempt:** Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay.
Exception: To be exempt employee, they must be paid at-least \$23,600 annually.
4. **Non-exempt** : Position and employee is entitled to overtime pay.
5. **Position Review, Classification and Compensation**
6. **PARR** – refers to Personnel Action Request – Recruitment
7. **Renewal** – refer to an employee having expired contract renewed with same terms of employment and may include a recommended change in compensation due to change in job description.

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Form Use:

1. Personnel Action Request – Recruitment Form, ASCC HR 4003.3
2. Consultant Services Contract Form (1-6 months)
3. Confirmation of Employment Form (Green Color)

Step 1	<p>Hiring Division fills out a Personnel Action Request Form. In addition, the hiring division must include a justification memo to the President via Vice President/Dean/Director/Officer for purposes of hiring through temporary appointment vs career service/permanent appointments with full time career service/contract specialist budgeted positions.</p> <p>The form includes the following sections to fill out:</p> <ul style="list-style-type: none"> • Section I – Division’s Request Information • Section II – Personnel Requisition • Section III – Budget Information • Section V – Advertisement Request (Not Applicable) 	Process Duration: 1 day
Step 2	<p>Division completing the form delivers the Personnel Action Request – Recruitment Form of Human Resources Office.</p> <p>Incomplete forms will be returned to the requesting Division.</p>	
Step 3	<p>Human Resources receives the completed Personnel Action Request – Recruitment Form and performs the following:</p> <ul style="list-style-type: none"> • Enters in routing log; • Human Resources staff/representative reviews and verifies the completed form by criteria: <p>Current approved fiscal budget – “budgeted position” Grant personnel budget (if applicable) Position Review, Classification and Compensation Form Part I and II (on file and updated)</p> <ul style="list-style-type: none"> • Upon verification, the Human Resources Officer finalizes review and issue signature of approval to proceed. 	Process Duration: 1-3 days
Step 4	<p>Human Resources Office routes completed reviewed Personnel Action Request – Recruitment Form to Finance Division, respective Vice President and President for approval.</p>	Process Duration: 1-3 days
Step 5	<p>Human Resources Office routes completed reviewed Personnel Action Request – Recruitment Form to Finance Division, respective Vice President and President for approval.</p>	Process Duration: 1-3 days
Step 6	<p>Upon approval of form, the Human Resources Office processes as follows:</p> <ul style="list-style-type: none"> • Enter in routing log • Advice the division by email and ascertain the tentative starting date • Contact the prospective contractor and ensures the application file is complete • Issue pre-employment clearances • Process consultant services contract • Orientate new temporary appointment contractor on policies and provide copy of Employee Handbook. • Route contract, confirmation of employment 303 for internal review and authorizing signature of President 	Process Duration: 1-3 days

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	<ul style="list-style-type: none"> Inform division by email on status of contract. 	
Step 7	Human Resources Office informs Division Dean/Director/Officer by letter and email two weeks before contract is expired.	Process Duration: 1 day

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Job Announcement and Advertisement

SOP #:	HR-004	Reference(s):	ASCC BHE Policy Governance Manual 4005 Job Posting
SOP Title:	Job Announcement and Advertisement	Objective(s):	To ensure recruitment for a vacant or newly established as per the Personnel Action Request – Recruitment Form submitted to Human Resources.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	<ol style="list-style-type: none"> Personnel Action Request - Recruitment Public Information Release Form Website Change Form Job Announcement (JA), ASCC HR 4005

Regulations:

- ASCC 2020 BHE Policy Governance Manual 4005 Job Posting
- Hiring Division shall request the recruitment for a vacant or newly established as per the Personnel Action Request – Recruitment Form submitted to Human Resources.

Procedures:

- Hiring Division** – refers to the Division with the vacant position that needs to be filled.
- Consultant (CONS6)** – refers to temporary hire of 12/6/3/1 months does not require competitive recruitment. This recruitment is not entitled to benefits, such as: leave, retirement, overtime/compensatory time. Temporary hire shall not exceed one year.
- Exempt:** Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay.
- Exception: To be exempt employee, they must be paid at-least \$23,600 annually.*
- Non-exempt :** Position and employee is entitled to overtime pay.
- Position Review, Classification and Compensation**
- PARR** – refers to Personnel Action Request – Recruitment
- Renewal** – refer to an employee having expired contract renewed with same terms of employment and may include a recommended change in compensation due to change in job description.

Form Use:

- Personnel Action Request - Recruitment
- Public Information Release Form

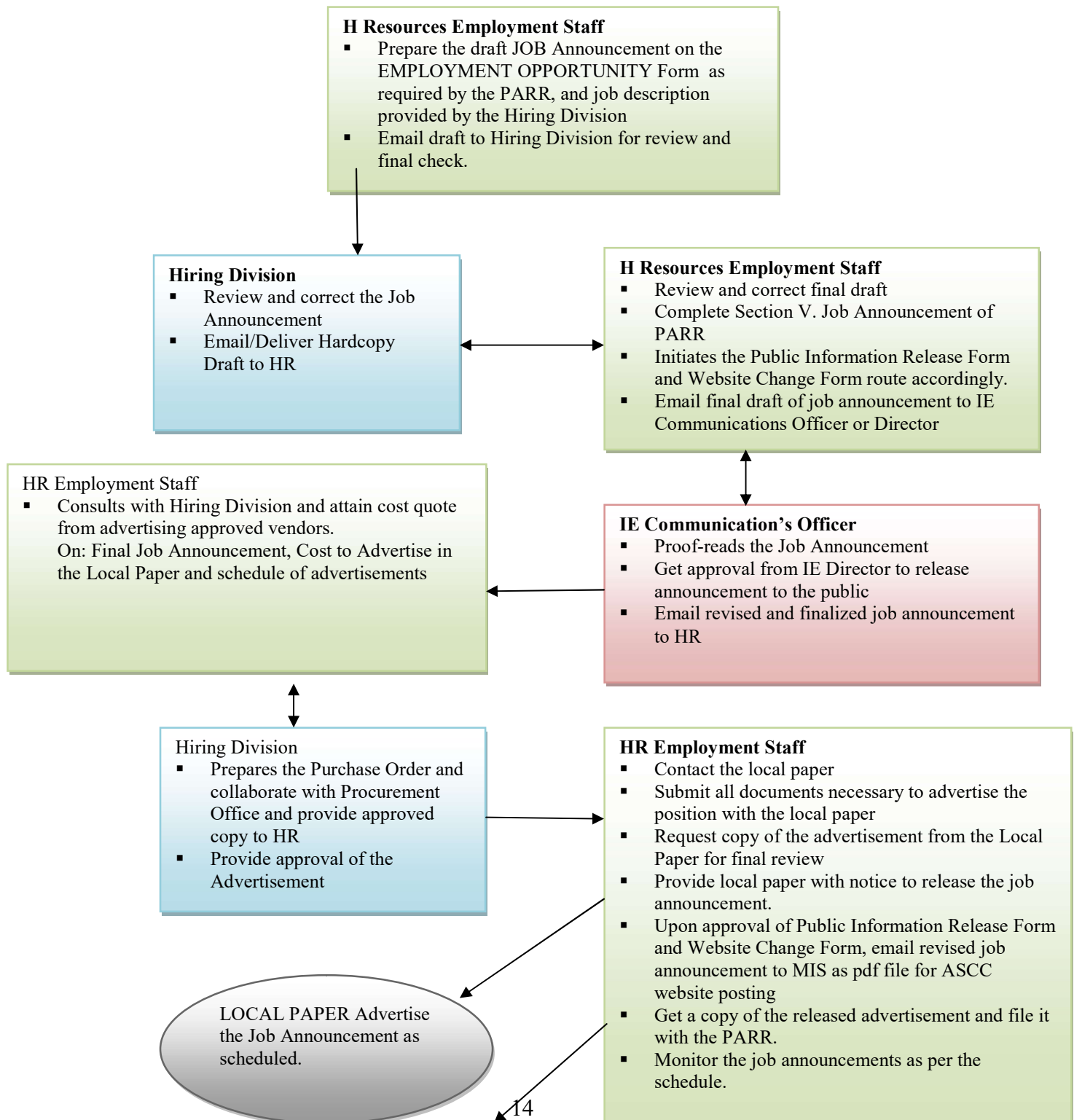
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3. Website Change Form
4. Job Announcement (JA), ASCC HR 4005

Step 1	<p>Human Resources Office initiates the following actions</p> <ul style="list-style-type: none"> • Prepare the “Job Announcement” (JA) for advertisement as indicated in Section V. Advertisement Request of the PARR. • Fill in “Prepare Job Announcement, & Date • Fill out the Public Release Information Form and the Website Change Form • Email Job Announcement to Communications Officer and/IE Director 	Process Duration: 1-2 days
Step 2	<p>Communications Officer shall:</p> <ul style="list-style-type: none"> • Review the Job Announcement for release by the IE Director. • IE signs off on Public Information Release Form and Website Change Form. • Email Job Announcement to Human Resources 	Process Duration: 1-2 days
Step 3	<p>Upon receiving of final job announcement from IE, Human Resources notifies hiring Division of finalized announcement, and emails MIS with Job Announcement for College web-page posting and attain cost quotes for local/off island advertising vendors</p>	Process Duration: 1-2 days
Step 4	<p>Human Resources forwards cost quote to hiring Division for initiation of payment for local/off island vendors and forwards job announcement to respective local/off-island vendor</p>	Process Duration: 1 day
Step 5	<p>Hiring Division shall:</p> <ul style="list-style-type: none"> • Prepare the Purchase Request for Purchase Order of payment for advertisement and informs Human Resources • Procurement Office forwards Purchase Order/payment of advertisement to Human Resources 	Process Duration: 1-3 days
Step 6	<p>Human Resources proceed to contact vendor with final information on announcement dates. External and Internal public posting are for at least 15 days. The President shall approve any posting less than the standard 15 days in case of emergency hire.</p>	Process Duration: 1-2 days
Step 7	<p>HR staff shall compile and prepare the advertisement for delivery to the Local paper and monitor the schedule:</p> <ul style="list-style-type: none"> • Forward all documents to local media (JA and Purchase Order). • Request a copy of the job advertisement for review by HR and Division from local paper before it is published. • Inform the local paper to publish the advertisement if there are no changes or corrections to the announcement. • Monitor the advertisements with the local media/web postings as per the agreed schedule until closing date. 	Process Duration: 1 day

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FLOW CHART JOB ANNOUNCEMENT & ADVERTISEMENT



ASCC Human Resources Office – Standard Operating Procedures

STANDARD (SOP)



Recruitment and Hiring

SOP #:	HR-005	Reference(s):	ASCC BHE Policy Governance Manual 4003 Employment Standard ASCC BHE Policy Governance Manual 4120 Employment Contract Agreement
SOP Title:	Hiring	Objective(s):	To provide guidance in the hiring process including interview.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	1. Application Form 2. Applicant Screening Forms 3. Position Review, Classification and Compensation Form Part II. Page 2

Regulations:

1. ASCC 2020 BHE Policy Governance Manual 4005 Job Posting
2. Hiring provides guidance in the hiring process including interview.

Procedures:

Hiring refers to the process of job offer, obtaining employment clearances and new employee orientation.

Form Use:

1. Application Form
2. Applicant Screening Forms
3. Position Review, Classification and Compensation Form Part II. Page 2

Step 1	Human Resources collects applications from interested applicants for announced position as scheduled and posted until due date and time specified. <ul style="list-style-type: none"> • Check for completion of form and required documentation specified in application • Date and log all incoming applications on application log record for announced position 	Process Duration: Min of 5 days (emergency announcement to 15 regular announcement days (May take 30-60 days of announcement period for hard to
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		fill positions)
Step 2	<p>Human Resources refers applications from eligible applicants filed with HR Office within 12 months period</p> <ul style="list-style-type: none"> • Call applicant to notify of application being referred if in agreement • Advise applicant for any update of application for inclusion • Log application in application log record for announced position 	Process Duration: (during announcement period)
Step 3	<p>Human Resources screens applications against general requirements of recruitment and hiring and established minimum qualification criteria specified in Job Announcement (Employment Opportunity).</p> <ul style="list-style-type: none"> • Applicants meeting general requirements and minimum qualification criteria are compiled for background check. • Applicants not meeting general requirements and minimum qualification criteria are issued with disqualification letters <p>Human Resources perform background and verification checks of applicants who have met the minimum requirements of the announcement and collects additional supporting documents. A standard form of questionnaire is used to ascertain information from referees listed on application from relevant demonstrated previous experience. Expected Time of response: 3-7 working days.</p> <p>Academic/faculty positions which require the verification of credentials are confirmed by reviewing the following:</p> <ul style="list-style-type: none"> • Confirmation of U.S accredited institution by the American Council of Education (ACE) Database of Institutions and Programs Accredited by Recognized U.S Standards: www.chea.org • Or Database of Accredited Post-secondary institutions: www.ope.ed.gov • Official transcript. Evaluation by content area or at least 15 postgraduate credits in the content area with a Master's in a relevant field, or Master's in relevant field with with Bachelor's in content area. • Proven demonstrated teaching experience, 1 -5 years at any educational level • Vocational areas: Bachelor's Degree in field or in lieu of degree, certification or licensure in field with proven demonstrated experience • Confirmation of equivalency assessment of foreign degrees to U.S standards 	Process Duration: 1-7 days
Step 4	<p>Human Resources forward copy of completed screened and verified complete applications to hiring Division, Dean/Director/Officer with the following attachments:</p> <ul style="list-style-type: none"> • Applications • Human Resources completed screened forms • Blank screening forms for division/departments process • Supporting documentation of reference background check conducted by Human Resources 	Process Duration: 1-7 days

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	<ul style="list-style-type: none"> Summary of applicants meeting the minimum qualifications <p>Academic position applications are forwarded to Dean/Director for dissemination to department chairperson/faculty.</p>	
Step 5	<p>Hiring Division screens applicants skills sets and knowledge against minimum qualifications and position requirements. The screeners further scrutinize the recommended applicants meeting the minimum requirement as indicated by Human Resources, who meets the minimum position requirements.</p> <p>Completed screening form(s) by hiring division is submitted to the HR with short list of qualified prospective applicants, recommend panel members or interview and preferred tentative date for conducting interview.</p> <p>Human Resources issue disqualification letters to applicants who have not met the minimum position requirements and are not short listed for interview.</p>	
Step 6	<p>Human Resources compile and distribute copies of interview packets for panel members at least two days prior to interview. In cases where the need is great, it is delivered at least 24 hours before the date of interview</p> <p><i>Checklist</i></p> <ul style="list-style-type: none"> Schedule of Interview Application(s) and supporting documents Interview Practice Sample Questions (EEO & Affirmative Action Law) Copy of Job Description Interview Rating Sheets <p>Panel members receive and review interview packets at least 1-2 days prior the interview scheduled date. Human Resources arrange and coordinates interview with panel members.</p>	Process Duration: 1-3 days
Step 7	<p>Human Resources coordinate collaboratively with the interview/selection panel for scheduled availability, time and venue. HR notifies applicants immediately of the respective scheduled interview time, allowing 1-2 days advance notice.</p>	Process Duration: 1 day
Step 8	<p>1. Process of Interview Day</p> <ul style="list-style-type: none"> Panel convenes in session 15-30 minutes before first scheduled applicant HR monitors and facilitate the interview process <ul style="list-style-type: none"> Orientation of interview panel to duties as members, including appointing a Chair for the panel Declaring a “No conflict of interest” with applicants Introduction of panel members to each applicant Take minutes and ensure a fair process <p>Upon completion of interview, the HR facilitator is excused and the panel deliberates as to their final rating and result of interview.</p> <p>2. Panel Chairperson finalizes ratings and prepare official letter of interview results and selection recommendation upon consensus of</p>	Process Duration: 3-5 days

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	<p>interview/selection panel members.</p> <p>Deliver the recommendation letter to HR Officer.</p> <p>HR conducts reference checks before forwarding selection recommendation from interview/selection panel to respective authorities.</p> <p>3. Human Resources reviews and forward recommendation to the respective head of division, respective Vice President and final approval by President.</p> <p>Human Resources issues disqualification letters to unsuccessful applicants</p> <p>4. Upon approval, HR initiates PRCC Form Part II.B: Establishment of Classification & Compensation. HR routes form to hiring Division, Finance Division, respective Vice President, and final approval by President.</p>	
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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Job Offer

SOP #:	HR-006	Reference(s):	ASCC BHE Policy Governance Manual 4003.1 General Requirements of Recruitment and Placement ASCC BHE Policy Governance Manual 4005.1 Employee Recruitment and Hiring ASCC BHE Policy Governance Manual 4007: New Employee Orientation ASCC BHE Policy Governance Manual 4600 Establishment of Classification and Pay System ASCC BHE Policy Governance Manual 4602 Position Classification System
SOP Title:	Job Offer	Objective(s):	To provide for employee classification and compensation for duties and responsibilities of the position.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	ASCC Official Job Offer Letter

Regulations:

To provide for employee classification and compensation for duties and responsibilities of the position.

Procedures:

The ASCC hiring and onboarding procedures apply upon approval of President for selection of new prospective employee.

Form Use:

ASCC Official Job Offer Letter

ASCC Official Congratulations Letter

Step 1	HR prepares Job Offer letter for successful candidate. Job Offer letter specify: <ul style="list-style-type: none"> • Position Title • Reporting Authority • Job Description 	Process Duration: 1 day
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	<ul style="list-style-type: none"> • Base Salary • Benefits • Start Date <p>Advise successful candidate by appropriate means to ensure prompt communication, and provide prospective hire</p>	
Step 2	Upon acceptable of job offer, new hire signs the job offer as an official acceptance of all conditions therein.	Process Duration
Step 3	HR provides pre-employment clearances to the new prospective hire <ul style="list-style-type: none"> • Police clearances • Medical clearances Immigration clearance (if applicable) 	Process Duration: 1-5 days
Step 4	Upon receipt of pre-employment clearances, with no record or medical conditions prohibiting employment, successful incumbent will be advised of start date by HR Office.	Process Duration: 1-2 days
Step 5	HR issues the following forms for initial employee orientation <ol style="list-style-type: none"> 1. W4 form 2. ASCC Email/Domain Account Request Form 3. Employee Handbook 4. Guide and provide information on Accessibility of College Policies and Manuals on webpage, Library, HR Office and President's Office <p>HR process employment confirmation forms; 303 forms/contracts before official start date.</p> <p>HR schedules first day as orientation day for College services and programs and familiarity of campus facilities and accessibility.</p> <p>HR representative will before officially transferring</p>	Process Duration: 1-3 days
Step 6	HR schedules first day as orientation day for College services and programs and familiarity of campus facilities and accessibility.	Process Duration: 3 hours of day
Step 7	HR refers new employee to hiring Division upon completion of all orientation processes and documentation on first day.	Process Duration: same day

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Overload and Adjunct Teaching – Additional Duty

SOP #:	HR-007	Reference(s):	ASCC BHE Policy Governance Manual 3006 Compensation and Benefits College Regulation CR 4607.2 Compensation and Overload
SOP Title:	Overload and Adjunct Teaching – Additional Duty	Objective(s):	To compensation for overload teaching load or adjunct or course teaching load per semester.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	1. Overload Teaching Request 2. Semester Exit/Clearance 3. Class Contract – Overload Teaching or Adjunct Teaching

Regulations:

Overload Teaching Assignments

1. Overload teaching during normal work day for a staff shall be charged to annual leave a total of 45 hours.
2. Time sheet shall reflect record excess of hours from normal assigned hours
3. Approved Overload Teaching will be compensated after each semester and upon completion of course clearance
4. Summer Session is not considered Overload Teaching. Faculty is limited to two courses and Staff one course.

Approvals and Exceptions for OTRs

1. OTR/ATR must be made before overload activity begins & appropriate justification will be required from the Dean/Director. OTR/ATR submitted to HR after 2 weeks of instruction will be routed to respective Vice President for approval.
2. No overload shall be offered until the request is pre-approved by the Division and finalized by the President.
3. A regular full-time faculty may teach no more than 4 credit hours as an overload per semester culminating credit courses offered by ASCC in all programs (Regular/Evening/ ASTEP/ELI/TED & AELEL).
 - FTE faculty (2 year program) 16 credits, chairperson 12 credits
 - FTE faculty (4 year program) 12 credits, chairperson 9 credits

With the additional 4 credit hours overload, depending on designation:

- FTE faculty (2 year program) must not exceed 20 credits per semester

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- *FTE faculty chairperson, must not exceed 16 credits per semester*
 - *FTE faculty (4 year program) must not exceed 16 credits*
 - *FTE faculty chairperson (4 year program) must not exceed 13 credits*
4. Course must meet the minimum enrollment to qualify for overloads (min = 10, max 25) regular sessions, Summer session (min=16, max=25).
 5. Overload is not permissible for the summer term.

Compensation Rates

Payment rates for adjunct faculty and/or full-time faculty members/staff teaching overloads and course levels is as follows:

College Level Compensation Rate

Degree	Rates:	Credit
PhD, Doctors	\$700.00	1 credit Course
	\$2100.00	3 credit Course
Masters	\$600.00	1 credit Course
	\$1,800.00	3 credit Course
Bachelors	\$500.00	1 credit Course
	\$1,500.00	3 credit Course
AA Degree	\$400.00	1 credit Course
	\$1,200.00	3 credit Course

Bachelor Program 300-400 Level Courses Compensation

Degree	Rates:	Credit
PhD, Doctors	\$800	1 credit Course
	\$2,400	3 (300-400 Level) credit Course
Masters	\$700.00	1 credit Course
	\$2,100.00	3 credit Course

Adult Education Literacy & Extended Learning (AELEL): GED (High School content equivalent)

Degree	Rates:	Credit
Masters	\$20	1 Contact Hour
	\$ 900	45 Contact Hours
Bachelors	\$15	1 Contact Hour
	\$ 675	45 ContactHours

Procedures:

AOverload Teaching Request (OTR)/Adjunct Teaching Request form must be completed by the appropriate Academic Division:

1. Dean of Academic Affairs (2 year *GENED*, and AA degree program courses)

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2. Dean of Trades & Technology (*Trades and Technology Cert./Degree courses*)
 3. Director of Teacher Education (TED/ASBED) (*4 year program courses*)
 4. Director Samoan Studies Institute
- **Additional Duty Assignments** - are when the duties being performed are not an extension of the employee's regular job duties. The rate on the instructional salary schedule per the degree the employee holds.
 - **Additional Work Days/Hours** - are when the duties being performed are an extension of the employee's regular job duties. The salary is the employee's regular rate of pay under requirements of the FLSA or an amount proposed by the Division based on a grant allocation.

Form Use:

1. Overload Teaching Request
2. Semester Exit/Clearance
3. Class Contract – Overload Teaching or Adjunct Teaching

Step 1	Fill-in the Overload/Adjunct Teaching Request <ul style="list-style-type: none"> Division shall fill-in the OTR Sections #1 and #2 of the form Issue a Control # OTR - , ATR - 	
Step 2	Division Submission to Human Resources Office <ul style="list-style-type: none"> The Division must attach to the OTR/ATR the following documents <ol style="list-style-type: none"> Student Enrollment data sheet Faculty workload for the semester (FTE Faculty) Justification to waive additional overload Submit the full OTR/ATR to Human Resources <p><i>Note:</i> Human Resources will review the information and if incomplete will return the OTR to the originator.</p>	Process Duration: 1 Day
Step 3	Human Resources Review and Actions <ul style="list-style-type: none"> HR staff will log OTR/ATR on date received OTR/ATR shall be reviewed by the HR staff and initialed OTR/ATR forwarded to HR Director for review and pre-approval to process the contract (<i>If within this step, the OTR is incomplete, the OTR will be returned to the originating Division with noted discrepancies, otherwise</i>) OTR/ATR returned to HR staff to prepare the Class Contract OTR/ATR will be logged by the HR staff 	Process Duration: 1-2 Days
Step 4	Signing of OTR/ATR Class Contract <ul style="list-style-type: none"> OTR/ATR is routed back to the originating division dean/director to sign the contract. OTR/ATR is returned by the Division to HR OTR/ATR is again reviewed by HR staff, logged received OTR/ATR is routed to the President to clear the course and sign the contract <p><i>If within this step, the course clearance is denied as per the OTR. The OTR and contract will be returned to the originating division as DISAPPROVED.</i></p>	Process Duration: 1-3 Days

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	<p><i>In the event the originating Division Dean/Director feels that further justification to approve the course. The Division Dean/Director shall meet with the President for his approval. If approved at this stage, the Division must return all documents back to Human Resources for further action.</i></p> <ul style="list-style-type: none"> • HR picks up the OTR/ATR and contract from President's Office • HR staff logs the Class Contract • HR routes OTR/ATR Class Contract for final signatures • HR staff will contact the Faculty to sign "Class Contract" 	
Step 5	<p>Distribution of Completed OTR/ATR Class Contract</p> <ul style="list-style-type: none"> • HR posts the completed contract on Ellucian/Datatel system or HR will make a copy of Class Contract for the Business if it is paid under Accounts Payable • HR will file the original copy in the Class Contract Binder pertaining to prevailing academic semester 	Process Duration: 1-2 Days
Step 6	<p>Payment of OTR/ATR Class Contract</p> <ul style="list-style-type: none"> • HR will process payment during pay period for which the contract has ended or services has completed execution. <p>Business Office will issue payment of OTR/ATR Class Contract</p>	Process Duration:
Step 7	<p>Data Reporting</p> <ul style="list-style-type: none"> • HR will enter data of OTR/ATR Class Contract to note the following data: <ul style="list-style-type: none"> ○ Contractor's Name ○ Course ID and Title ○ Date of Course ○ Time Course Scheduled ○ # Enrollment ○ Credits ○ Amount of the Contract ○ Date Contract Paid 	Process Duration: 1-2 Days

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OVERLOAD TEACHING REQUEST American Samoa Community College

SECTION #1 - REQUESTING INFORMATION & PRE-APPROVALS

A. REQUESTED BY

Date Prepared:

Department		Division		Control #	
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B. OVERLOAD REQUEST

Fall Semester - 2011

CTR-CRS ID (e.g. MAT 80)	Course Title (Credits)	Daily Time	Days	Rm #	Enrollment Anticipated	SYN #	Priority	Actual

B1. Justification for Overload:

- Faculty must complete the Teaching Assignment for the Academic Year
- Staff assigned will have 45 hours deducted from annual leave during regular working hours.

C. Proposed Faculty/Staff Assigned:

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D. Computed Compensation: (Degree \$ rate x credit hours = Total Compensation)

Rate	Credits	Total	Source Funding

Note: All Overload Compensation shall be cleared with the President, before Human Resources prepare an overload contract for FTE Faculty.

E. Department Chair & Dean Statement: *No other qualified faculty member/staff is available to teach, as part of his/her budgeted teaching load, the course for which overload compensation is sought. We understand that the course must meet minimum enrollment requirements to be taught.*

_____/_____
_____/_____

Dept. ChairpersonDate: Dean/DirectorDate

VP Academic & Student Affairs: _____/Date: _____

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SECTION 2 – VERIFICATION OF COURSE & CLEARANCE APPROVAL

F. Documents:*(Must be attached to the Request for Verification)*

1. Teaching Assignments for the Semester (Current)
2. Student Enrollment List

OTR Initiated: _____

Academic Tech Officer /Date

HR Officer/Date

Clearance Authorization for Overload : _____ Date: _____
President

ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Personnel Exit Clearance

SOP #:	HR-008	Reference(s):	ASCC BHE Policy Governance Manual 4304 Employee Separation
SOP Title:	Personnel Exit Clearance	Objective(s):	To officially clear all responsibilities with the American Samoa Community College, and to receive final compensation and reimbursement before departure from ASCC, all employees are required to complete and submit this form to Human Resources.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	Exit/Separation of Employment Clearances Form

Regulations:

To officially clear all responsibilities with the American Samoa Community College, and to receive final compensation and reimbursement before departure from ASCC, all employees are required to complete and submit this form to Human Resources. FAILURE to submit this form to HR will result in withholding of final payments owed on last day of employment.

Procedures:

Form Use:

Exit/ Separation of Employment Clearance

Step 1	The immediate supervisor will establish a date for the exit interview or refer separating employee to the human resources for an exit interview as soon as possible after the separation decision has been made and communicated.	Process Duration:
Step 2	The supervisor/human resources will use the Exit Interview Checklist form, HR4305 to conduct the interview, and the following points should be discussed: <ul style="list-style-type: none">• Equipment/key return• Reason for the separation• Plan for the immediate future and contact information• Benefits of employment with ASCC• Verification of final pay and reimbursements	Process Duration:

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	<ul style="list-style-type: none">• Interest in reemployment• Employee's suggestions and comments	
Step 3	It is felt the information covered during the interview might become a point of contention in the future, in this instances human resources representative shall ensure the employees to sign the exit interview form. The employee shall be given a copy upon request.	Process Duration:
Step 4	Exit clearance or separation from employment with ASCC using ASCC HR 4305A form. The completion of this form by specific departments/division will allow HR to complete all separating or exiting documents administratively.	Process Duration:

ASCC Human Resources Office – Standard Operating Procedures



American Samoa Community College EXIT/SEPARATION OF EMPLOYMENT CLEARANCE Human Resources Office

Direction: To officially clear all responsibilities with the American Samoa Community College, and to receive final compensation and reimbursement before departure from ASCC, all employees are required to complete and submit this form to Human Resources. FAILURE to submit this form to HR will result in withholding of final payments owed on last day of employment.

Name: Division/Dept: Final Date:

REASON FOR LEAVING: ☐ Resignation ☐ Termination ☐ Retirement ☐ Other: _____

CLEARANCE: (Division Dean, Directors, Officers CIO, CFO, VPs, President and “Acting” are the only authorized signatures)

• **Division:** _____ Date: _____
I certify the employee has returned keys, equipment, tools, and documents to my custody.

• **Finance Management:** _____ Date: _____
I certify that the employee has no outstanding balances owing to the college and has returned all materials.

• **Procurement Office:** _____ Date: _____
I certify that the employee has returned all materials/supplies and office equipments.

• **Management Information Office:** _____ Date: _____
I certify that the employee has returned all college IT related equipment, i.e. Laptop etc..

• **Library:** _____ Date: _____
I certify that the employee has returned all library materials.

• **Bookstore:** _____ Date: _____
I certify that the employee has cleared credit accounts.

• **Physical Facilities:** _____ Date: _____
I certify that the employee has cleared with campus facilities and or security.

• **Vice President of Administration and Finance** _____ Date: _____

• **Vice President of Academic, Community & Student Affairs** _____ Date: _____

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President: _____ Date: _____

HUMAN RESOURCES : Employee's final check will not be released until this form is fully executed and signed by HR.

Forwarding Address:

• Human Resources: _____ Date: _____

I certify that the employee has an accrued: annual leave hours; sick leave hours.

Copy to: Employee, HR File

Encl(s): Resignation Letter and Final 303

ASCC HR FORM 4305B (Rev. 5/13)

4305.B PROCEDURE

A. The immediate supervisor will establish a date for the exit interview or refer separating employee to the human resources for an exit interview as soon as possible after the separation decision has been made and communicated.

B. The supervisor/human resources will use the Exit Interview Checklist form, HR4305 to conduct the interview, and the following points should be discussed:

- Equipment/key return
- Reason for the separation
- Plan for the immediate future and contact information
- Benefits of employment with ASCC
- Verification of final pay and reimbursements
- Interest in reemployment
- Employee's suggestions and comments

C. It is felt the information covered during the interview might become a point of contention in the future, in this instances human resources representative shall ensure the employees to sign the exit interview form. The employee shall be given a copy upon request.

D. Exit clearance or separation from employment with ASCC using ASCC HR 4305A form. The completion of this form by specific departments/division will allow HR to complete all separating or exiting documents administratively.

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Grievance and Appeal

SOP #:	HR-009	Reference(s):	ASCC BHE Policy Governance Manual 4212 Appeal and Grievance ASCC BHE Policy Governance Manual 4208 Equal Employment Opportunity and Affirmative Action ASCC BHE Policy Governance Manual 4208.3 Enforcement Responsibility for Equal Employment Opportunity and Affirmative Action Plan ASCC BHE Policy Governance Manual 4209 American with Disabilities Act (ADA) Compliance ASCC BHE Policy Governance Manual 4210 Non Discrimination ASCC BHE Policy Governance Manual 4211 Harassment or Sexual Harassment
SOP Title:	Grievance	Objective(s):	To assist employee and supervisor in formally filing a complaint as under ASCC Policy 4212.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	ASCC HR Form 4212

Regulations:

Appeal and Grievance process provides an opportunity for an employee to appeal decisions made about personnel actions on performance resulting in suspension, involuntary demotion, or removal. It is the right of an employee on career service and under protected categories to file grievance or appeal a decision that they believe that employment decisions were inappropriate.

Procedures:

1. **Grievance** – an alleged violation, misinterpretation or improper application of Board and/or Administrative policies and procedures. A grievance will be in written form, and include the following information:
 - Date and nature of grievance, location, job classification and employee involved, and identification of the provisions of Board/Administrative policy and/or procedures under which the grievance is entered.
 - Remedy sought.

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- Date of submission.
- 2. **Grievant** – Any employee filing a grievance. Multiple grievance filed simultaneously over a common occurrence or event may be processed in a joint action.
- 3. **Extension of Time** – The time limits provided in the grievance procedure may be extended only by mutual consent of the parties.
- 4. **Days Defined** – Days a referred to throughout the grievance procedure will be working days but will not include Saturdays, Sundays, or holidays recognized by the College.
- 5. **Advancement/Termination of Grievances** – Grievances not appealed within the prescribed time limits will be considered settled on the basis of the last decision made by the College and will not be eligible for further appeal. The aforesaid will not apply if the time limits are extended by mutual written consent of the parties.
- 6. **Grievance Advisor** – A grievant may select an advisor to provide advice, support and consultation at any point during the grievance procedure.
- 7. **Reprisals** – No reprisals of any kind will be taken by the Board, Administrators, Supervisors against an employee because of his/her participation in the grievance process.
- 8. **Grievance Procedure** – If a grievance arises, it will be resolved through the procedure described below. However; this procedure does not preclude prior discussions between an employee and his/her supervisor to resolve the differences.

Form Use:

ASCC HR Form 4212

Step 1	a. Grieved Employee (Filing) – A grievance, to be timely, must be submitted to an employee’s immediate supervisor within 10 days of the occurrence giving rise to the grievance or within 10 days of the date on which the employee should have reasonably known of such occurrence. All grievances shall be completed of ASCC HR Form 4212.	Process Duration: 10 days
	b. Grieved Employee and Supervisor (Conference) – A conference between the employee and the immediate supervisor will be held within 5 days of the initial presentation of grievance.	5 days
	c. Employee’s Supervisor (written response) – will issue a written response to the employee and a copy to the Dean/Director, VP/Dean, President (<i>depending on the level of reporting</i>)	3 days
	d. Employee (not satisfied) – If the employee is not satisfied with the response issued and wishes to proceed with the grievance, must provide a written notice of such intent to the appropriate administrator within three days of receipt of the response or within 6 days of the “Step 1.b. conference if no response is given by the College.	3-6 days

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Step 2	a. Administrator (conference) – The appropriate administrator or his/her designee will conduct a conference with the employee and his/her immediate supervisor within three days following receipt of written notice.	Process Duration: 3 days
	b. Administrator (written response) – The appropriate administrator, or his/her designee will issue a response to the employee within three days following the conference.	3 days
	c. Employee (not satisfied) – If the employee is not satisfied with the response and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the VP and Human Resources within three days of receipt of the response or within six days of the Step 2.a. conference if no response is given by the College.	3-6 days
Step 3	<p>a. Human Resources/EEO Coordinator (process the documents for fact finding) - Upon receipt of employee's notice of intent, and grievance package from the Grievant. HR Officer/EEO Coordinator reviews the grievance to ensure documents are completed. If documents are not in order, HR will contact Grievant to provide missing or complete data needed to continue the process.</p> <p>c. HR Officer/EEO Coordinator (letter of notification to the President) – HR Officer/EEO Coordinator prepares and submits a letter to the President informing him/her of the grievance filed and HR process of fact-finding. Copies of the letter will be forwarded to all parties involved.</p> <p>b. Human Resources (fact finding) – HR Officer/Manager commences with the fact finding of employees involved in the grievance. Interviews are conducted and statements collected. This process will shall be completed with 2-weeks from date of letter submitted in Step 3.c.</p>	<p>Process Duration: 1-15 days (Severe cases affecting or impacting safety and welfare will be dealt with immediately – 1 day)</p>
Step 4	<p>a. Upon completion of fact finding, HR forwards the findings with a recommendation to the President and respective Vice Presidents</p> <p>b. President then informs the HR Officer/EEO Coordinator of the decision being made and refers to the second part 4c. of the Grievance depending on the response of the grievant.</p> <p>c. Failing resolution, the grievance shall then be turned over to an informal hearing, where the grievant will be allowed to present testimony to a selected grievance hearing committee. Selection of the committee will be recommended by the HR Officer/EEO Coordinator and approved by the President.</p> <p>d. HR Officer coordinates and informs all parties to the grievance hearing process. EEO Coordinator facilitates the hearing day proceedings. All documentations are placed in with the HR Office.</p>	Process Duration: 1-3 days
Step 5	a. Upon completion of hearing process, the grievance hearing committee forwards their findings and recommendation to the President with a copy to the Human Resources Office.	Process Duration: 1-3 days

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	b. The President renders a decision and Human Resources Office/EEO Coordinator will be responsible to inform all parties in writing and document as per usual procedures.	
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ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Timesheet

SOP #:	HR-010	Reference(s):	ASCC BHE Policy Governance Manual 4608 Time Sheet ASCC BHE Policy Governance Manual 4605 Overtime ASCC BHE Policy Governance Manual 4605.1 Compensatory Time-Off ASCC BHE Policy Governance Manual 4606 Pay Day – Pay Advance ASCC BHE Policy Governance Manual 4607 Shift Different Policy ASCC BHE Policy Governance Manual 4607.1 Additional Hourly Pay For Shifts
SOP Title:	Timesheet	Objective(s):	To document working hours of employees, in compliance to local, state and federal regulations for adherence and accountability.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	ASCC Timesheet

Regulations:

To document working hours of employees, in compliance to local, state and federal regulations for adherence and accountability.

Procedures:

1. **Employee** – refers to the active employees of College providing services and programs
2. **Division** – refers to the unit/department/division in which the employee performs primary duties in providing services and programs of the College in serving.
3. **Non Pay Week** – refers to the week after the pay week or checks/compensation for actual working hours and eligible leave taken
4. **Timesheet** – refers to a document where the records of actual working hours is officially documents and verified by supervisor and or Director, and or Dean, and or Officer, and or Vice President, or President.

Form Use:

ASCC Timesheet

ASCC Human Resources Office – Standard Operating Procedures

Step 1	Human Resources communicate through reminder notice to all Divisions of the College on Thursday/Friday of pay week via email or telephone for timesheet due date, Tuesday of non-pay week at 9:00am.	Process Duration: 2 days before timesheet due date.
Step 2	Employee fills out timesheet and routes it to supervisor, director and or dean, respective vice president and or President	Process Duration: 1 day
Step 3	Employee submit timesheet to Human Resources Office	Process Duration: 1 day
Step 4	Human Resources Office compiles the record of all timesheets received and update leave information New hire or employees with salary adjustment or cost centers, effecting during payroll is posted on Datatel system. Update leave on Datatel system to ensure correct balance	Process Duration: 1-2 days
Step 5	HR forwards the compiled timesheets to Payroll Specialist for payroll processing.	Process Duration: 1-2 days
Step 6	Upon completion of Payroll, HR receives payroll register for reconciliation. This provides for check and balance of all employees paid with actual working hours as reflected in timesheets.	Process Duration: 1-2 days
Step 7	HR sends back verified file for issuance of check and completion of payroll process.	Process Duration: 1 day

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Employee Code of Conduct

SOP #:	HR-011	Reference(s):	ASCC BHE Policy Governance Manual 4203 Employee Code Of Conduct ASCC BHE Policy Governance Manual 4203.1 Prohibited Conduct Infractions ASCC BHE Policy Governance Manual 4203.2 Commission Of A Criminal Act ASCC BHE Policy Governance Manual 4208 Equal Employment Opportunity & Affirmative Action ASCC BHE Policy Governance Manual 4207 Violence In The Workplace ASCC BHE Policy Governance Manual 4210 Non Discrimination
SOP Title:	Employee Code of Conduct	Objective(s):	To ensure that the employees meet ethical and professional standards for personal conduct and work performance.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	Employee Warning Notice

Regulations:

To ensure that the employees meet ethical and professional standards for personal conduct and work performance.

Procedures:

5. **Employee** – refers to the active employees of College providing services and programs
6. **Division** – refers to the unit/department/division in which the employee performs primary duties in providing services and programs of the College in serving.
7. **Non Pay Week** – refers to the week after the pay week or checks/compensation for actual working hours and eligible leave taken
8. **Timesheet** – refers to a document where the records of actual working hours is officially documents and verified by supervisor and or Director, and or Dean, and or Officer, and or Vice President, or President.

Form Use:

Employee Warning Notice

ASCC Human Resources Office – Standard Operating Procedures

Step 1	Employee commits a violation of the code of conduct.	Process Duration: 1 day
Step 2	<p>Incident may result through the Security Office. Security shall forward reports involving employee to Human Resources.</p> <p>Supervisor shall notify in writing the charges against them and corrective actions shall be recommended for addressing violation, depending on the degree of offense.</p> <p>If violation results in recommendation for suspension or termination, the HR Office shall be notified.</p>	Process Duration: 1 -3 day
Step 3	<p>HR Office reviews the submitted supporting documents and letter of recommendation. Provide recommendation to vice president and President.</p> <p>If violation requires internal investigation, HR conduct investigation with Division and employees involved.</p> <p>HR provides a written recommendation to the Director, Dean, Vice President and President. All official documents shall be placed in official file.</p>	Process Duration:1-3 day
Step 4	<p>Upon approval of recommendation or disapproval of decision, HR informs the employee and respective department of decisions,</p> <p>If decision is to suspend or terminate employee, President issues a formal notice specifying the charges and actions taken against the employee.</p>	Process Duration: 1-3 days
Step 5	<p>Employee is afforded the opportunity to respond to charges against them and submits to President Office.</p> <p>President responds to employee accordingly and all official documents will be placed in official file.</p> <p>Employee accepts decision or file an appeal through grievance process</p>	Process Duration:1-3 days
Step 6	HR Office process the appropriate action through the appropriate forms including the personnel exit form (if applicable), and confirmation of employment form (303).	Process Duration: 1 day

ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Employee Performance Evaluation

SOP #:	HR-012	Reference(s):	ASCC BHE Policy Governance Manual 4300 Employee Performance Evaluation ASCC BHE Policy Governance Manual 4301 Disciplinary Actions ASCC BHE Policy Governance Manual 4303 Standard Schedule of Disciplinary Offenses and Penalties ASCC BHE Policy Governance Manual 4303.1 Disciplinary Action, Suspension and Dismissal
SOP Title:	Performance Evaluation	Objective(s):	To promote faculty and staff development to ensure teaching and administrative excellence for the benefit of the students and the public and ensure fair salary and personnel administration and provide an equitable and valid performance review.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians, Clerk and Records Management	Form(s):	Faculty Performance Evaluation Form (HR 4300A) Staff Performance Evaluation Form Administrator Performance Evaluation Form (HR 4300.1)

Regulations:

To promote faculty and staff development to ensure teaching and administrative excellence for the benefit of the students and the public and ensure fair salary and personnel administration and provide an equitable and valid performance review.

Procedures:

1. **Employee** – refers to the active employees of College providing services and programs
2. **Division** – refers to the unit/department/division in which the employee performs primary duties in providing services and programs of the College in serving.
3. **Non Pay Week** – refers to the week after the pay week or checks/compensation for actual working hours and eligible leave taken
4. **Timesheet** – refers to a document where the records of actual working hours is officially documents and verified by supervisor and or Director, and or Dean, and or Officer, and or Vice President, or President.

Form Use:

Faculty Performance Evaluation Form (HR 4300A)
Staff Performance Evaluation Form
Administrator Performance Evaluation Form (HR 4300.1)

ASCC Human Resources Office – Standard Operating Procedures

Step 1	HR issues a 90 day notice before the employee evaluation is due.	Process Duration: 90 days prior release
Step 2	Supervisor and employee fills out the performance evaluation form	Process Duration: 1-15 days
Step 4	Supervisor ensure to route the performance evaluation with appropriate signatures	Process Duration: 1-2 days
Step 5	<p>Supervisor submits to HR</p> <p>If employee's performance is sub-standard, the supervisor must submit the performance evaluation 60 days prior to the performance evaluation due date, so HR can inform the employee. An action plan must be attached with performance evaluation for areas of improvement.</p> <p>Within 3 months, HR will again request for an update of an interim review of the employee's performance.</p> <p>If performance is satisfactory, the following process is followed</p>	Process Duration: 1-5 days
Step 6	Process 303 to reflect salary increment and route form to completion of authority signature.	Process Duration: 1-3 days
Step 7	Completed 303 form information is posted on the Ellucian/Datatel system and includes new salary adjustment on the next payroll run (retro payments if appropriate).	Process Duration: 1 day
Step 8	HR informs employee and supervisor by email of new updated personnel actions taken.	Process Duration: 1 day

ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Personnel File

SOP #:	HR-012.1	Reference(s):	ASCC BHE Policy Governance Manual 4205 Employee Privacy Rule ASCC BHE Policy Governance Manual 4205.1 Collecting and Retaining Personal Information ASCC BHE Policy Governance Manual 4205.2 Personnel File ASCC BHE Policy Governance Manual 4205.3 Disclosure of Employee Information ASCC BHE Policy Governance Manual 4205.4 File Retention ASCC BHE Policy Governance Manual 4300 Employee Performance Evaluation
SOP Title:	Review of Personnel Official File and Request for Access to Official Personnel File	Objective(s):	To ensure the safeguarding and maintaining requirements of equal opportunity, federal and local regulations regarding the management and collection and filing of employee personal and employment information.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians, Clerk and Records Management	Form(s):	<ol style="list-style-type: none"> 1. Sign In Log Form 2. Employee Disclosure Agreement Form 3. Confidentiality Agreement Form

Regulations:

To ensure the safeguarding and maintaining requirements of equal opportunity, federal and local regulations regarding the management and collection and filing of employee personal and employment information.

Procedures:

1. ASCC Employment Application Form and Required Documentation
2. Official Personnel File
3. Onboarding and employment official records
4. Medical Records
5. Benefits Administration Records
6. Service Placements Records

Forms:

Sign In Log
Employee Disclosure Agreement Form
Confidentiality Agreement Form

ASCC Human Resources Office – Standard Operating Procedures

HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Career Progression

SOP #:	HR-011	Reference(s):	ASCC BHE Policy Governance Manual 4604 Career Progression ASCC BHE Policy Governance Manual 4004.B Competitive or Non-Competitive Hiring ASCC BHE Policy Governance Manual 4005.1 Employee Recruitment and Hiring ASCC BHE Policy Governance Manual 4005.2 Preference Candidate ASCC BHE Policy Governance Manual 4208.1 Employment Preference ASCC BHE Policy Governance Manual 4208.2 Conformance to Federal Provisions
SOP Title:	Career Progression	Objective(s):	To provide non-competitive documentation on employee transfer, promotion or assignment of career service employee.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	Personnel Action Request – Transfer/Promotion/Appointment Form

Regulations

To provide for the career service employees recognition of performance exceeding satisfactory resulting in career promotion, reassignment or exemplary performance through career progression under non-competitive hiring.

Procedures:

1. Employee – refers to the active employees of College providing services and programs
2. Division – refers to the unit/department/division in which the employee performs primary duties in providing services and programs of the College in serving.

Form Use:

Personnel Action Request Form

Step 1	Supervisor provides a recommendation of career progression personnel action to HR, Vice President and President for approval using the Personnel Action Form – Transfer, Promotion or Reassignment Or Employee who have attained higher degree may request in via	Process Duration:
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	Supervisor, to HR in consideration of any incentive or award or reclassification. Reclassification requires Position Review Form, Classification and Compensation Part I.	
Step 2	HR reviews and provides recommendation, informing the Division by utilizing the Personnel Action Form (PAR), including the respective Vice President and President	Process Duration:
Step 3	Upon approval of PAR, the HR processes usual Position Review, Classification and Compensation Form Part I and II. Routes to Division and respective vice President or President (for division directly supervised by President).	Process Duration:
Step 4	HR informs employee of decision regarding request.	Process Duration:
Step 5	HR process appropriate form to reflect any approved personnel action.	Process Duration:

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Employee Leave

SOP #:	HR-013	Reference(s):	ASCC BHE Policy Governance Manual 4004.B Competitive or Non-Competitive Hiring ASCC BHE Policy Governance Manual 4005.1 Employee Recruitment and Hiring ASCC BHE Policy Governance Manual 4005.2 Preference Candidate ASCC BHE Policy Governance Manual 4208.1 Employment Preference ASCC BHE Policy Governance Manual 4208.2 Conformance to Federal Provisions
SOP Title:	Employee Leave	Objective(s):	The College offers leave benefits for the purpose of professional development and employee personal circumstance(s).
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	Leave Request Authorization Form Reasonable Accommodation Forms HR-4209-Form-ADA-MedInq HR-4209-Form-ADA-Guide HR-4209-Form-ADA-Request Form

Regulations:

Eligibility for most leave benefits depends on the employment status or terms of appointment. New staff/faculty members must meet with the Human Resources representative to ensure all required documents are met.

Procedures:

1. Annual Leave: employees entitled for annual leave refers to leave taken as paid time off from work.
2. Sick Leave: refers to employees entitled to sick leave and may be taken for periods of absences from employment due to personal illness, bodily injury, maternity, or other chronic diseases or for immediately family or personal medical or dental appointment which cannot be scheduled at times other than during working hours
3. Temporary Emergency: refers to emergency care of ill or injured members of the employees immediate family or unusual circumstances for a limited period of time, and must be approved prior to taking from appointing authority.

Other Types of Leave

- Family Medical Leave Act
- Reasonable Accommodation
- Military

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- Maternity
- Jury
- Professional Development
- Faculty Release Time
- Compensatory
- Unpaid

Forms:

Leave Request Authorization Forms

Reasonable Accommodation Forms

HR-4209-Form-ADA-MedInq

HR-4209-Form-ADA-Guide

HR-4209-Form-ADA-Request Form

Step 1	<p>Employee fills out Leave Application Form</p> <p>Annual leave must be applied 3 days prior to the start day of taking</p> <p>Sick leave for 3 days or more must be support with medical certification, these include Family Medical Leave Act (FMLA) and American Disabilities Act (ADA) reasonable accommodation</p> <p>FMLA uses Leave Form (refer FMLA process) ADA leave uses ADA Reasonable Accommodation Form (refer to ADA reasonable accommodation process)</p>	<p>Annual Leave must be applied 3 days prior the start day.</p> <p>Sick Leave is applied on day of absence.</p> <p>FMLA Leave is processed 3-7 days from start of sick leave absence or before taking in known cases.</p>
Step 2	Leave Application Form is routed to HR for update of leave balance as of current pay period.	Process Duration: 1 day
Step 3	Leave Application Form is routed by the employee to their supervisor, respective vice president and President (if more than 2 weeks)	Process Duration: 1-2 day
Step 4	Completed leave form is return to HR for record keeping to effect upon pay period in which leave will start.	
Step 5	<p>HR update the employee leave spreadsheet and informs the division accordingly as to leave.</p> <p>HR will process leave for pay period concerning to effect the leave taking.</p>	Process Duration: 1- Payroll process update)

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HUMAN RESOURCES DIVISION STANDARD OPERATING PROCEDURES (SOP)

Incident, Mishap/Accident Reporting

SOP #:	HR-014	Reference(s):	ASCC BHE Policy Governance Manual 4207 Violence in the Workplace ASCC BHE Policy Governance Manual 4209.1 American With Disabilities Act (ADA) Compliance ASCC BHE Policy Governance Manual 4215 Drug and Alcohol ASCC BHE Policy Governance Manual 4216 Smoking Prohibition ASCC BHE Policy Governance Manual 4300 Employee Performance Evaluation ASCC BHE Policy Governance Manual 4301 Disciplinary Actions ASCC BHE Policy Governance Manual 4303 Standard Schedule of Disciplinary Offenses and Penalties ASCC BHE Policy Governance Manual 4301.1 Disciplinary Action, Suspension and Dismissal
SOP Title:	Mishap/Accident Reporting	Objective(s):	To provide for mishap and accident reporting occurring during working hours on campus or work related.
Responsible Human Resources Staff:	Human Resources Officer, Manager, Generalist and Technicians	Form(s):	Incident Report Form; and/or Mishap/Accident Report Form (HR 4505.1)

Step 1	HR receives a Security Incident Report Form or Mishap/Accident Report Form	Process Duration: Immediately
Step 2	HR receives all supporting documents with Security Incident Report Form or Mishap/Accident Report Form and process accordingly: Complaint, Grievance or Workman's Compensation Claim	

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Step 4	HR conducts acknowledges and informs all participants of process and timelines and refer accordingly to conduct fact finding if need be: <ul style="list-style-type: none">• Factual statements from all parties• Interviews• Reviewing Hearing Committee	Process Duration: 1-3 days
Step 5	HR provides findings and inform all parties at to outcome of incident pertaining to College policies, federal and local rules and regulations; with a copy to respective communication protocols	Process Duration: 1-2 days
Step 6	Upon review by appropriate protocol, a final decision will be issued by the President.	Process Duration: 1-3 days