

# ASCC Human Resources – Standard Operating Procedures

## INTRODUCTION

In an effort to document the procedures used with the Human Resources Division, 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 – Standard Operating Procedures

ASCC American Samoa Community College  Office of Human Resources <b>Standard Operating Procedures</b>	<b>Procedure:</b>	<b>ESTABLISHMENT OF CLASSIFICATION</b>
	<b>Effective Date:</b>	JANUARY 2, 2015
	<b>Revision Date:</b>	SEPTEMBER 1, 2015
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
	<b>Approved by:</b>	VP Admin Services HR Director
<b>Authority</b>	<ul style="list-style-type: none"> <li>• ASCC Personnel Policies: 4600 – Establishment of Classification &amp; Pay System Policy</li> <li>• ASCC Personnel Policies: 4601 – Exempt/Non-exempt Employee Status</li> <li>• ASCC Personnel Policies: 4602 – Position Classification System</li> <li>• ASCC Personnel Policies: 4603 - Wages</li> </ul>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Hiring Division shall request to Human Resources the classification/reclassification of vacant or filled positions for processing prior to March 31<sup>st</sup> annual for inclusion in the next budget year.</li> </ul>	
<b>Form(s)</b>	<ul style="list-style-type: none"> <li>• Position Review, Classification &amp; Compensation Form, ASCC HR 4600</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>▪ <b>Hiring Division</b> – refers to the Division with the vacant position that needs to be filled.</li> <li>▪ <b>Career Service (CS)</b> – Competitive recruitment that shall be filled as per the merit system.</li> <li>▪ <b>Contract Specialist 1 or 2 years (CTT2/CTT1)</b> – 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.</li> <li>▪ <b>Consultant (CONS6)</b> – 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.</li> <li>▪ <b>Exempt:</b> Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay. <i>Exception: To be exempt employee, they must be paid at-least \$23,600 annually.</i></li> <li>▪ <b>Non-exempt :</b> Position and employee is entitled to overtime pay.</li> <li>▪ <b>Position Review, Classification and Compensation Form (PRCC):</b> refers to the position review form that establishes the classification and compensation of the position, and to create or update the existing.</li> <li>▪ <b>PARR</b> – refers to Personnel Action Request – Recruitment</li> <li>▪ <b>Renewal</b> – refer to an employee having expired contract renewed with same terms of employment with a recommended change in compensation and job description.</li> </ul>	

### Step-by-Step Process

\* CS = Career Service, CT= Contracts

STEPS	Description of Action	*CS	CT
<b>#1</b>	Division initiates and fills out the <b>Position Review, Classification &amp; Compensation Form Part I</b> to establish the classification and compensation of the position, and to create or update the existing position description.	<b>X</b>	<b>X</b>
	Part I <ul style="list-style-type: none"> <li>• I. Requesting Division</li> <li>• II. Position Action Requested</li> <li>• III. Division Recommendation to proposed position</li> <li>• IV. Position Budget</li> <li>• V. Division Signatures</li> </ul>	<b>X</b>	<b>X</b>

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	<p>Part I.A</p> <ul style="list-style-type: none"> <li>• I. Organization Chart of position</li> <li>• II. Position Summary</li> <li>• III. Essential Functions/Responsibilities</li> <li>• IV. Contacts and Communications</li> <li>• V. Supervisory Responsibilities</li> <li>• VI. Independent Action/Judgment</li> <li>• VII. Budget Responsibilities</li> <li>• VIII. Consequences of Errors</li> <li>• IX. Confidential/Sensitive Information</li> <li>• X. Working Environment</li> <li>• XI. Work Experience/Educational Background</li> <li>• XII. Additional Information</li> </ul>		
<i>Step 2</i>	Division routes the Position Review, Classification & Compensation Form (PRCC) Part I to respective Vice President for review and to approve processing.		
<i>Step 3</i>	Upon approval of Vice President, Division delivers the approved PRCC Part I Form to Human Resources.		
<i>Step 4</i> <i>#2</i> <i>2-5 days</i>	<p>Human Resources reviews, and initiate Position Review, Classification &amp; Compensation Form Part II.A: Position Classification &amp; Compensation</p> <p>HR updates Job Description:</p> <ul style="list-style-type: none"> <li>• Position Title/Budget Position Number</li> <li>• Employment Status &amp; Pay Grade</li> <li>• Qualifications</li> <li>• Position Classification Pay Range</li> <li>• Updated job description</li> </ul>		
<i>Step 5</i>	HR forwards Position Review, Classification & Compensation Form Part II.A to Division for review and approval.		
<i>Step 6</i>	Division returns agreed upon PRCC Form Part II.A to Human Resources		
<i>Step 7</i>	Human Resources forwards to respective Vice President and/or President for review and approval.		
<i>Step 8</i>	Original copy is filed with Human Resource Office. HR forwards copy of completed form along with updated job description to Division.		
<i>Step 9</i>	Division proceed to initiate Recruitment Process and Hiring Process (refer to Recruitment Process SOP)		
<i>Step 10</i>	Upon completion of Hiring Process in the selection of qualified candidate, HR initiates PRCC Form Part II.B: Certification of Classification and Compensation.		

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<i>Step 11</i>	HR routes PRCC Form Part II.B to hiring Division, Finance, respective Vice President and final approval of President.		
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ASCC American Samoa Community College  Office of Human Resources <b>Standard Operating Procedures</b>	<b>Procedure:</b>	<b>RECRUITMENT</b>
	<b>Effective Date:</b>	February 27, 2013
	<b>Revision Date:</b>	September 1 2015
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
	<b>Approved by:</b>	VP Administration HR Officer
<b>Authority</b>	<ul style="list-style-type: none"> <li>• ASCC Personnel Policies: 4003 - Employment, Career Services</li> <li>• ASCC Personnel Policies: 4120 – Employment, Contractors</li> </ul>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Hiring Division shall request the recruitment for a vacant or newly established position.</li> </ul>	
<b>Form(s)</b>	<ul style="list-style-type: none"> <li>• Position Review, Classification &amp; Compensation Form, ASCC HR 4600</li> <li>• Personnel Action Request – Recruitment Form, ASCC HR 4003.3</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>▪ <b>Hiring Division</b> – refers to the Division with the vacant position that needs to be filled.</li> <li>▪ <b>Career Service (CS)</b> – Competitive recruitment that shall be filled as per the merit system.</li> <li>▪ <b>Contract Specialist 1 or 2 years (CTT2/CTT1)</b> – 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.</li> <li>▪ <b>Consultant (CONS6)</b> – 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.</li> <li>▪ <b>Exempt:</b> Position/employee excluded from coverage under FLSA overtime rules. No entitlement to overtime pay. <i>Exception: To be exempt employee, they must be paid at-least \$23,600 annually.</i></li> <li>▪ <b>Non-exempt :</b> Position and employee is entitled to overtime pay.</li> <li>▪ <b>Position Review, Classification</b></li> <li>▪ <b>PARR</b> – refers to Personnel Action Request – Recruitment</li> <li>▪ <b>Renewal</b> – refer to an employee having expired contract renewed with same terms of employment with a recommended change in compensation and job description.</li> </ul>	

### Step-by-Step Process

\* CS = Career Service, CT= Contracts

STEPS	Description of Action	*CS	CT
<b>#1</b>	<p><b>A. Division (Vacancy/New Position fill-out and complete the “Personnel Action Request – Recruitment” Form:</b></p> <ul style="list-style-type: none"> <li>• Section I – Division’s Request Information</li> <li>• Section II – Personnel Requisition</li> <li>• Section III – Budget Information</li> <li>• Section V – Advertisement Request</li> </ul> <p><b>B. Division</b> delivers the form to Human Resources to be processed.</p> <p><i>Note: Incomplete Forms will be returned to the Division.</i></p>	<b>X</b>	<b>X</b>
<b>#2</b>  Approx. process time:	<p><b>A. HR Staff</b> – receives and enter in routing log.</p> <p><b>B. HR Staff – Review, Verify, and Complete</b> the form for further action</p> <p><b>1) Review and verify</b> according to established criteria</p> <ul style="list-style-type: none"> <li>• Current approved fiscal budget – “budgeted position”</li> </ul>		

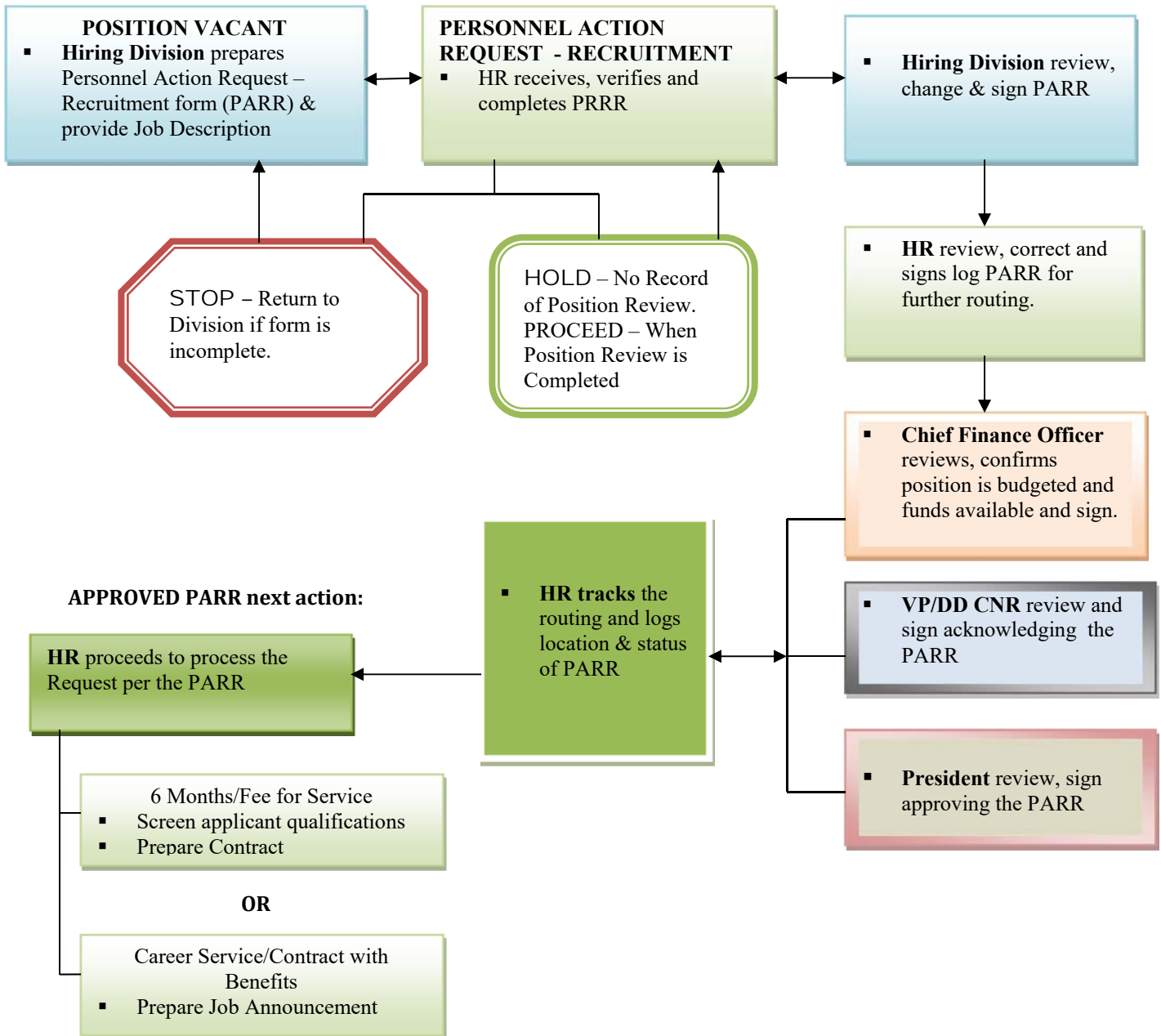
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<p>(2-3 days)</p>	<ul style="list-style-type: none"> <li>• Grant personnel budget (if applicable) – budgeted position</li> <li>• Position Review, Classification &amp; Compensation. (on file)</li> </ul> <p><i>NOTE: If a Classification &amp; Compensation is not on file with HR. The PARR will be on-hold until the Position Review is completed for vacant and new positions. Otherwise, continue to Step #3</i></p> <p><b>HR routes for approval to Finance, Vice President (respective) and President for final approval.</b></p>	<p><b>X</b></p>	<p><b>X</b></p>
<p><b>#3</b> Approx. process time:  (1-2 days)</p>	<p><b>HR prepares the Job Announcement</b></p>	<p><b>X</b></p>	<p><b>X</b></p>
<p><b>#4</b> Approx. process time:  (2-3 days)</p>	<p><b>A. HR Staff</b> logs and route the file to the listed signatories for their review and approval.</p> <ul style="list-style-type: none"> <li>• <b>CFO</b> – review and verifies the budget.</li> <li>• <b>VP/Dean &amp; Director CNR</b> (where applicable) – acknowledgement of the recruitment.</li> <li>• <b>President</b> – final approval of the recruitment.</li> </ul> <p><b>B. HR Staff</b> retrieve file from the President’s office and proceed with further action per the approved Personnel Action Request - Recruitment.</p>		

**NOTES:**

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## FLOW CHART – RECRUITMENT REQUEST



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## Step by Step Process

Title	<b>PERSONNEL ACTION REQUEST</b>
<b>Purpose</b>	<p>All personnel actions requested by the Division or Employee of ASCC will be initiated by the Division Supervisor or the Employee. These personnel request are:</p> <ol style="list-style-type: none"> <li>1) <i>Recruitment and Hiring</i></li> <li>2) <i>Classification/Reclassification</i></li> <li>3) <i>Transfer or Reassignment</i></li> <li>4) <i>Human Resources Services (Employee Request)</i></li> <li>5) <i>Other (Any other request not listed above)</i></li> </ol>
<b>References Authority</b>	<p>BP#4002, PERSONNEL ADMINISTRATION            BP #4003, EMPLOYMENT STANDARD POLICY,            CR#4003.3, ADMINISTRATIVE RESPONSIBILITY OF EMPLOYMENT</p> <p><i>Under these references, the College shall develop and maintain personnel policies &amp; procedures that are in compliance with applicable federal regulations, local laws, and ASCC policies and procedures. The President has the primary responsibility for establishing and administering procedures for filling vacancies and any other personnel actions in compliance with federal regulations, local laws, and ASCC policies. However; all employees and supervisors share the responsibility for the successful operation of the system. The Director of Human Resources shall develop and employ procedures necessary for recruitment, examination, classification, certification, and other actions required for employment or employees of ASCC.</i></p>
<b>Procedures</b>	<p>Division Supervisor or Employee will request any action to be process by Human Resources.</p> <p><b>Step 1 – <u>Division or Employee Action</u></b> (see example form)</p> <p>Division shall fill and complete the “Personnel Action Request” (PAR) Form for the following actions:</p> <ul style="list-style-type: none"> <li>○ Identifying Information</li> <li>○ Section I – Personnel Recruitment/Hire</li> <li>○ Section II – Classification New Position/Reclassification</li> <li>○ Section III – Transfer or Reassignment</li> <li>○ Section V – Other Requests</li> </ul> <ul style="list-style-type: none"> <li>● Employee shall fill and complete the “Personnel Action Request” Form for               <ul style="list-style-type: none"> <li>○ Human Resources Services: Letter of Job Verification/copies of 303, etc...</li> </ul> </li> <li>● Form must be signed and dated.</li> <li>● Deliver the form to Human Resources to be processed.</li> </ul> <p><i>Note: Incomplete Forms will be returned to the Division or Employee.</i></p> <p><b>Step 2 – <u>Human Resources Action</u></b></p> <ul style="list-style-type: none"> <li>● Personnel Action Request will be logged and reviewed by the receiving HR Staff, as received by HR Staff</li> <li>● HR Director will review, and assigned the staff to process the PAR and check the forms to be completed for this personnel action request.</li> <li>● Assigned staff will complete:               <ul style="list-style-type: none"> <li>○ Identifying Information: HR staff Rec'd and Date</li> <li>○ Section I – Pos.#</li> <li>○ Section V – Control # (PR13 followed by the Pos.#) e.g. PR13HR001</li> </ul> </li> <li>● Attached the PAR in front of the routing folder</li> </ul>



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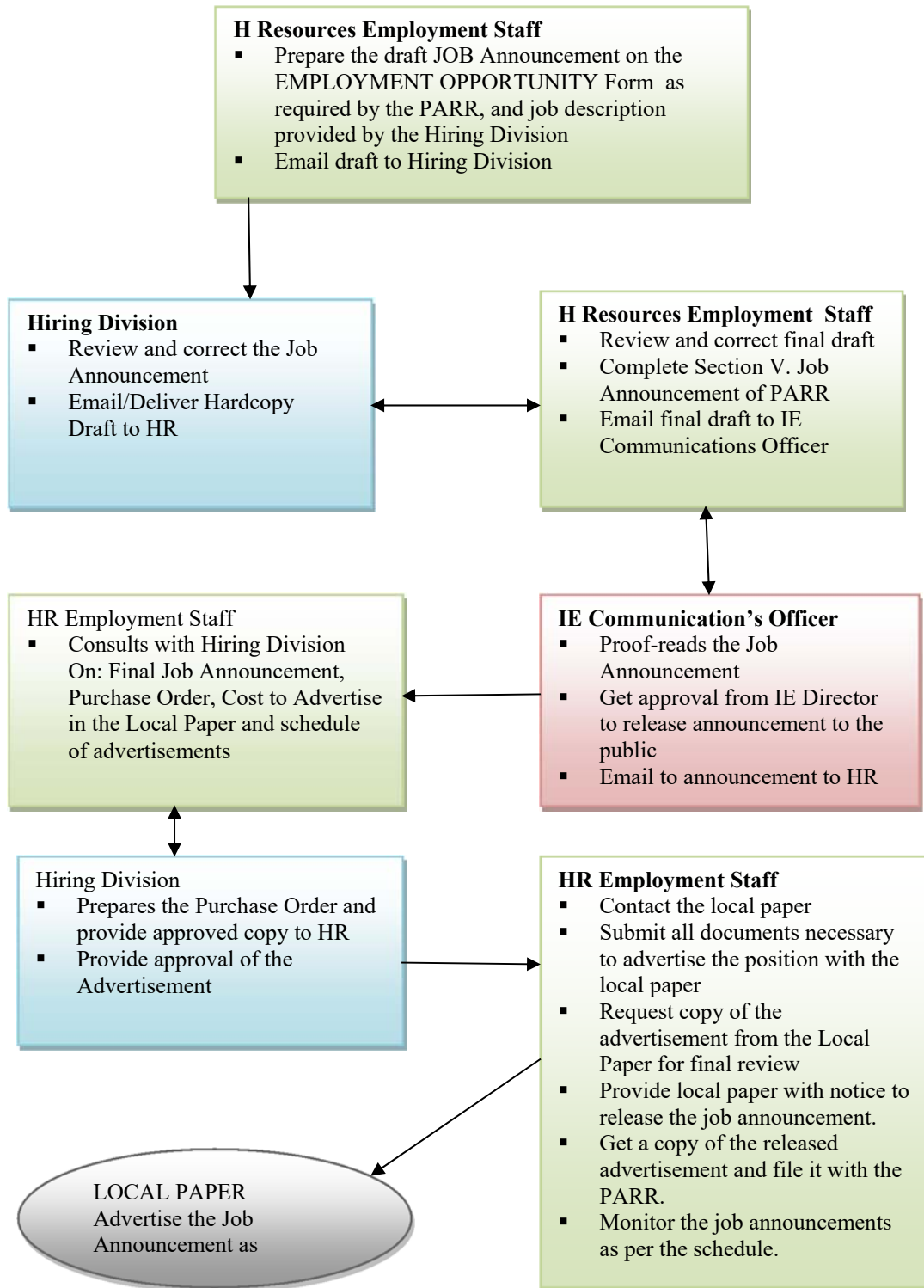
ASCC American Samoa Community College  Office of Human Resources <b>Standard Operating Procedures</b>	Procedure:	<b>JOB ANNOUNCEMENT &amp; ADVERTISEMENT</b>
	Effective Date:	February 27, 2013
	Revision Date:	January 2015
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
Approved by:	VP Admin Services IER: HR Director:	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Hiring Division shall request the recruitment for a vacant or newly established as per the Personnel Action Request – Recruitment Form submitted to Human Resources.</li> </ul>	
<b>Form(s)</b>	<ul style="list-style-type: none"> <li>• Personnel Action Request - Recruitment</li> <li>• Public Information Release Form</li> <li>• Job Announcement (JA), ASCC HR 4005 (<i>sample copy</i>)</li> </ul>	

### Step-by-Step Process

STEPS	Description of Action	In-House	Local
<b>#1</b>  Approx. process time:  (1 day)	<b>A. HR staff shall:</b> 1) Prepare the “Job Announcement” (JA) for advertisement as indicated in Section V. Advertisement Request of the PARR. 2) Fill in “Prepare Job Announcement, & Date 3) Fill out the Public Release Information Form 4) Email Job Announcement to Communications Officer and/IE Director	<b>X</b>	<b>X</b>
<b>#2</b>  (1 day)	<b>A. IE Communications Officer shall:</b> 1) Review the JA for release by the IE Director. Once clearance of JA is approved. 2) Email Job Announcement to HR. 3) HR notifies MIS with Job Announcement for College web-page posting	<b>X</b>	<b>X</b>
<b>#3</b>  (15 days)	<b>A. HR staff shall:</b> 1) Post the Job advertisement on the email to all ASCC employees for the period as indicated on the PARR (in-house announcements).	<b>X</b>	
<b>#3A</b>  (1 day)	<b>A. HR staff shall:</b> 1) Consult with the hiring division on the following: <ul style="list-style-type: none"> <li>▪ Finalized job announcement,</li> <li>▪ Cost to advertise,</li> <li>▪ Schedule of advertisement to be submitted to the local paper.</li> </ul>		<b>X</b>
<b>#4</b>	<b>A. Division shall:</b> 1) Prepare the Purchase Request for Purchase Order of payment for advertisement, 2) Procurement Office forwards Purchase Order/payment of advertisement to HR		<b>X</b>
<b>#5</b>  (1 day)  (15 days)	<b>HR staff shall compile and prepare the advertisement for delivery to the Local paper and monitor the schedule:</b> 1) Forward all documents to local media (JA and Purchase Order). 2) Request a copy of the job advertisement for review by HR and Division from local paper before it is published. 3) Inform the local paper to publish the advertisement if there are no changes or corrections to the announcement. 4) Monitor the advertisements with the local media/web postings as per the agreed schedule until closing date.		<b>X</b>

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## FLOW CHART – FUNCTIONAL JOB ANNOUNCEMENT & ADVERTISEMENT



## ASCC Human Resources – Standard Operating Procedures

ASCC American Samoa Community College Office Human Resources <b>Standard Operating Procedures</b>	<b>Procedure:</b>	<b>HIRING</b>
	<b>Effective Date:</b>	February 27, 2013
	<b>Revision Date:</b>	June 1, 2015
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
	<b>Approved by:</b>	VP Administration HR Officer
<b>Authority</b>	<ul style="list-style-type: none"> <li>• ASCC Personnel Policies: 4003 – Employment Standard</li> <li>• ASCC Personnel Policies: 4120 – Employment Contract Agreement</li> </ul>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Provides guidance in the hiring process including interview.</li> </ul>	
<b>Form(s)</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Applicant Screening Forms</li> <li>• Position Review, Classification and Compensation Form</li> </ul>	
<b>Definitions</b>	Hiring refers to the process of job offer, obtaining employment clearances and new employee orientation	

### Step-by-Step Process

\* CS = Career Service, CT= Contracts

STEPS		*CS	CT
<i>1</i>	<ol style="list-style-type: none"> <li>1. <b>HR</b> collects applications from interested applicants for announced position as scheduled and posted until due date and time specified.                             <ul style="list-style-type: none"> <li>• Check for completion of form and required documentation specified in application</li> <li>• Date and log all incoming applications on application log record for announced position</li> </ul> </li> <li>2. <b>HR</b> refers applications from eligible applicants filed with HR Office within 12 months period                             <ul style="list-style-type: none"> <li>• Call applicant to notify of application being referred if in agreement</li> <li>• Advise applicant for any update of application for inclusion</li> <li>• Log application in application log record for announced position</li> </ul> </li> </ol>	<b>X</b>	<b>X</b>
<b>2</b> <b>Approx</b> <b>1-3 days</b>	<p><b>HR</b> 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"> <li>• Applicants meeting general requirements and minimum qualification criteria are compiled for background check</li> <li>• Applicants not meeting general requirements and minimum qualification criteria are issued with disqualification letters</li> </ul>	<b>X</b>	<b>X</b>
<b>3</b> <b>Approx</b> <b>2-5 days</b>	<p><b>HR</b> performs background and verification checks of application and supporting documents</p>	<b>X</b>	<b>X</b>
<b>4</b> <b>1 day</b>	<p><b>HR</b> forward copy of completed screened &amp; verified application(s) to hiring Division head, President/VP/Dean/Director/Officer</p> <p>Academic position applications are forwarded to Dean/Director for dissemination</p>	<b>X</b>	<b>X</b>

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	to department faculty (Chairperson)		
<b>5</b>  <b>approx 1-3 days</b>	<ol style="list-style-type: none"> <li>1. Hiring <b>Division</b> screens against alignment of applicants meeting minimum qualifications and position requirement elements and indicate applicants for interviewing. <ul style="list-style-type: none"> <li>• screenings by Division Dean/Director/Officers or</li> <li>• screenings delegated to divisional field expert representatives</li> </ul> </li> <li>2. Completed screening form(s) by <b>Division</b> is submitted to the HR with short list of qualified prospective applicants.</li> <li>3. Hiring Division identifies interview/selection panel and recommends to HR.</li> </ol>	<b>X</b>	<b>X</b>
<b>6</b>  <b>approx 1-3 days</b>	<ol style="list-style-type: none"> <li>1. <b>HR</b>, through the EEO Coordinator (HR Officer), reviews and approves composition of interview/selection (minimum of three members) panel and hiring division screening form.</li> <li>2. <b>HR</b> Officer or HR representative is identified for facilitating, oversee the implementation of interview process</li> <li>3. HR compile and distribute copies of interview packets for panel members.</li> </ol> <p><i>Checklist</i></p> <ul style="list-style-type: none"> <li>• Schedule of Interview</li> <li>• Application(s) and supporting documents</li> <li>• Interview Practice Sample Questions (EEO &amp; Affirmative Action Law)</li> <li>• Copy of Job Description</li> <li>• Interview Rating Sheets</li> </ul> <ol style="list-style-type: none"> <li>4. Panel members receive and review interview packets at least 1-2 days prior the interview scheduled date.</li> </ol>	<b>X</b>	<b>X</b>
<b>7</b>	<ol style="list-style-type: none"> <li>1. HR works collaboratively with the interview/selection panel for scheduled availability, time and venue.</li> <li>2. HR notify applicants immediately of the respective scheduled interview time, allowing 1-2 days advance notice.</li> </ol>		
<b>8</b>	<p>Process of <b>Interview Day</b></p> <ol style="list-style-type: none"> <li>1. Panel convenes in session 15-30 minutes before first scheduled applicant</li> <li>2. HR monitors and facilitate the interview process <ul style="list-style-type: none"> <li>• Orientation of interview panel to duties as members, including appointing a Chair for the panel</li> <li>• Declaring a “No conflict of interest” with applicants</li> <li>• Introduction of panel members to each applicant</li> <li>• Take minutes and ensure a fair process</li> </ul> </li> </ol>	<b>X</b>	<b>X</b>

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	Upon completion of interview, the HR facilitator is excused and the panel deliberates as to their final rating and result of interview.		
<b>9</b> <b>1-5 days</b>	Panel Chairperson finalizes ratings and prepare official letter of interview results and selection recommendation upon consensus of interview/selection panel members.  Deliver the recommendation letter to HR Officer.  HR conducts reference checks before forwarding selection recommendation from interview/selection panel to respective authorities.		
<b>10</b> <b>approx</b> <b>1-2 days</b>	<b>HR</b> reviews and forward recommendation to the respective head of division, respective Vice President and final approval by the President.  <b>HR</b> Issue disqualification letters to unsuccessful applicants.		
<b>11</b>  <b>Approx</b> <b>1-5 days</b>	Upon approval, HR initiates <b>PRCC Form Part II.B: Establishment of Classification &amp; Compensation</b>  <b>HR</b> routes form to hiring Division, Finance Division, respective Vice President, and final approval by President.		

ASCC American Samoa Community College Office Human Resources <b>Standard Operating Procedures</b>	Procedure:	<b>JOB OFFER</b>
	Effective Date:	June 2012
	Revision Date:	January 2014
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
	Approved by:	VP Administration HR Officer
Authority	Policy 4003.1: GENERAL REQUIREMENTS OF RECRUITMENT AND PLACEMENT Policy 4005.1: EMPLOYEE RECRUITMENT AND HIRING Policy 4007: NEW EMPLOYEE ORIENTATION	
<b>Step</b>		
<b>1</b>	<b>HR</b> prepares Job Offer letter for successful candidate. Job Offer letter specify: <ul style="list-style-type: none"> <li>• Position Title</li> <li>• Reporting Authority</li> <li>• Job Description</li> <li>• Base Salary</li> <li>• Benefits</li> <li>• Start Date</li> </ul> Advise successful candidate by appropriate means to ensure prompt communication, and provide prospective hire	
<b>2</b>	<b>Upon acceptable of job offer, new hire signs the job offer as an official acceptance of all conditions therein.</b>	
<b>3</b>	<b>HR</b> provides pre-employment clearances to the new prospective hire <ul style="list-style-type: none"> <li>• Police clearances</li> <li>• Medical clearances</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Immigration clearance (if applicable)</li> </ul>
<b>4</b>	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.
<b>5</b>	<p><b>HR</b> issues the following forms for initial employee orientation</p> <ol style="list-style-type: none"> <li>1. W4 form</li> <li>2. ASCC Email/Domain Account Request Form</li> <li>3. Employee Handbook</li> <li>4. Guide and provide information on Accessibility of College Policies and Manuals on webpage, Library, HR Office and President’s Office</li> </ol> <p><b>HR</b> process employment confirmation forms; 303 forms/contracts before official start date.</p> <p><b>HR</b> schedules first day as orientation day for College services and programs and familiarity of campus facilities and accessibility.</p> <p><b>HR representative will before officially transferring</b></p>
<b>6</b>	<b>HR</b> schedules first day as orientation day for College services and programs and familiarity of campus facilities and accessibility.
<b>7</b>	<b>HR</b> refers new employee to hiring Division upon completion of all orientation processes and documentation on first day.

## ASCC Human Resources – Standard Operating Procedures

Title	<b>OVERLOAD AND ADJUNCT TEACHING - ADDITIONAL DUTY</b>
	<p><u>Additional Duty Assignments</u> - 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.</p> <p><u>Additional Work Days/Hours</u> - 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.</p>
	<b>ADDITIONAL DUTY ASSIGNMENTS</b>
	<b>Overload Teaching</b>
References	<p>Board of Higher Education Policy: <i>BPS 3006 - COMPENSATION AND BENEFITS</i>            College Regulation: <i>CR 4607.2 - COMPENSATION AND OVERLOAD</i></p> <p><b><u>Overload Teaching Assignments</u></b></p> <ol style="list-style-type: none"> <li>1) Overload teaching during normal work day for a staff shall be charged to annual leave a total of 45 hours.</li> <li>2) Time sheet shall reflect record excess of hours from normal assigned hours</li> <li>3) Approved Overload Teaching will be compensated after each semester and upon completion of course clearance</li> <li>4) Summer Session is not considered Overload Teaching. Faculty is limited to two courses and Staff one course.</li> </ol> <p><b><u>Approvals and Exceptions for OTRs</u></b></p> <ol style="list-style-type: none"> <li>1) OTR/ATR must be made before overload activity begins &amp; appropriate justification will be required from the Dean/Director. <b>OTR/ATR submitted to HR after 2 weeks of instruction to be cleared will not be processed by HR.</b></li> <li>2) No overload shall be offered until the request is pre-approved by the Division and finalized by the President.</li> <li>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 &amp; AELEL).               <ul style="list-style-type: none"> <li>• FTE faculty (2 year program) 16 credits, chairperson 12 credits</li> <li>• FTE faculty (4 year program) 12 credits, chairperson 9 credits</li> </ul> </li> </ol> <p><i>With the additional 4 credit hours overload, depending on designation:</i></p> <ul style="list-style-type: none"> <li>• <i>FTE faculty (2 year program) must not exceed 20 credits per semester</i></li> <li>• <i>FTE faculty chairperson, must not exceed 16 credits per semester</i></li> </ul>

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- *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:

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



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<b>Procedures:</b>	<p>A <b><u>Overload Teaching Request (OTR)/Adjunct Teaching Request</u></b> form must be completed by the appropriate Academic Division:</p> <ol style="list-style-type: none"> <li>1) Dean of Academic Affairs (2 year <i>GENED</i>, and AA degree program courses)</li> <li>2) Dean of Trades &amp; Technology (<i>Trades and Technology Cert./Degree courses</i>)</li> <li>3) Director of Teacher Education (ASBED) (<i>4 year program courses</i>)</li> <li>4) Director SSI (<i>Samoan and Cultural Courses</i>)</li> </ol>
<b>Step 1 –</b>	<p><b><u>Fill-in the Overload/Adjunct Teaching Request</u></b></p> <ul style="list-style-type: none"> <li>• Division shall fill-in the OTR Sections #1 and #2 of the form</li> <li>• Issue a Control # OTR - , ATR -</li> </ul>
<b>Step 2 –</b>	<p><b><u>Division Submission to Human Resources Office</u></b></p> <ul style="list-style-type: none"> <li>• The Division must attach to the OTR/ATR the following documents             <ol style="list-style-type: none"> <li>1) Student Enrollment data sheet</li> <li>2) Faculty workload for the semester (FTE Faculty)</li> <li>3) Justification to waive additional overload</li> </ol> </li> <li>• Submit the full OTR/ATR to Human Resources</li> </ul> <p><i>Note:</i> Human Resources will review the information and if incomplete will return the OTR to the originator.</p>
<b>Step 3 –</b>	<p><b><u>Human Resources Review and Actions</u></b></p> <ul style="list-style-type: none"> <li>• HR staff will log OTR/ATR on date received</li> <li>• OTR/ATR shall be reviewed by the HR staff and initialed</li> <li>• 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>)</li> <li>• OTR/ATR returned to HR staff to prepare the Class Contract</li> <li>• OTR/ATR will be logged by the HR staff</li> </ul>
<b>Step 4 –</b>	<p><b><u>Signing of OTR/ATR Class Contract</u></b></p> <ul style="list-style-type: none"> <li>• OTR/ATR is routed back to the originating division dean/director to sign the contract.</li> <li>• OTR/ATR is returned by the Division to HR</li> <li>• OTR/ATR is again reviewed by HR staff, logged received</li> <li>• OTR/ATR is routed to the President to clear the course and sign the contract</li> </ul> <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> <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"> <li>• HR picks up the OTR/ATR and contract from President’s Office</li> <li>• HR staff logs the Class Contract</li> <li>• HR routes OTR/ATR Class Contract for final signatures</li> </ul>

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<p><b>Step 5 –</b></p> <p><b>Step 6 –</b></p> <p><b>Step 7 -</b></p>	<ul style="list-style-type: none"> <li>• HR staff will contact the Faculty to sign “Class Contract”</li> </ul> <p><b><u>Distribution of Completed OTR/ATR Class Contract</u></b></p> <ul style="list-style-type: none"> <li>• HR will make a copy of the OTR/ATR Class Contract for the Business</li> <li>• HR will file the original copy in the Class Contract Binder</li> </ul> <p><b><u>Payment of OTR/ATR Class Contract</u></b></p> <ul style="list-style-type: none"> <li>• Faculty will provide HR with a completed Semester Exit/Clearance form</li> <li>• HR will submit the Semester Exit/Clearance for to the Business Office</li> </ul> <p><b>Business Office will issue payment of OTR/ATR Class Contract</b></p> <p><b><u>Data Reporting</u></b></p> <ul style="list-style-type: none"> <li>• <b>HR will enter data of OTR/ATR Class Contract to note the following data:</b> <ul style="list-style-type: none"> <li>○ Contractor’s Name</li> <li>○ Course ID and Title</li> <li>○ Date of Course</li> <li>○ Time Course Scheduled</li> <li>○ # Enrollment</li> <li>○ Credits</li> <li>○ Amount of the Contract</li> <li>○ Date Contract Paid</li> </ul> </li> </ul>
<b>Forms:</b>	A. Overload Teaching Request B. Semester Exit/Clearance
<b>Contract:</b>	Class Contract – Overload Teaching or Adjunct Teaching

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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:**

**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. Chairperson \_\_\_\_\_ /Date: \_\_\_\_\_ Dean/Director \_\_\_\_\_ /Date: \_\_\_\_\_

VP Academic & Student Affairs: \_\_\_\_\_ /Date: \_\_\_\_\_

### 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 Director/Date \_\_\_\_\_

Clearance Authorization for Overload : \_\_\_\_\_ Date: \_\_\_\_\_

# ASCC Human Resources – Standard Operating Procedures

Dr. Seth P. Galea'i, President



## 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, 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.*

President: \_\_\_\_\_ Date: \_\_\_\_\_

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

Forwarding Address:

# ASCC Human Resources – Standard Operating Procedures

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• 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.

## ASCC Human Resources – Standard Operating Procedures

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ASCC American Samoa Community College  Division of Human Resources <b>Standard Operating Procedures</b>	<b>Procedure:</b>	<b>GRIEVANCE</b>
	<b>Effective Date:</b>	May 1, 2013
	<b>Revision Date:</b>	NA
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Institution Procedure
	<b>Approved by:</b>	VP Admin Services IER: HR Director:
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To assist employee and supervisor in formally filing a complaint as under ASCC Policy 4212.</li> </ul>	
<b>Form(s)</b>	<ul style="list-style-type: none"> <li>ASCC HR Form 4212</li> </ul>	
<b>Definitions:</b>	<p><b>Grievance</b> – 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:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Remedy sought.</li> <li>Date of submission.</li> </ul> <p><b>Grievant</b> – Any employee filing a grievance. Multiple grievance filed simultaneously over a common occurrence or event may be processed in a joint action.</p> <p><b>Extension of Time</b> – The time limits provided in the grievance procedure may be extended only by mutual consent of the parties.</p> <p><b>Days Defined</b> – Days a referred to throughout the grievance procedure will be working days but will not include Saturdays, Sundays, or holidays recognized by the College.</p> <p><b>Advancement/Termination of Grievances</b> – 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.</p> <p><b>Grievance Advisor</b> – A grievant may select an advisor to provide advice, support and consultation at any point during the grievance procedure.</p> <p><b>Reprisals</b> – 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.</p> <p><b>Grievance Procedure</b> – If a grievance arises, it will be resolved through the procedure described below. However; this procedure does not preclude prior discussions between and employee and his/her supervisor to resolve the differences.</p>	

### Step-by-Step Process

## ASCC Human Resources – Standard Operating Procedures

STEPS	<u>Description of Action</u>
<p><b>#1</b></p> <p>10 days</p> <p><b>5 days</b></p> <p><b>3 days</b></p> <p><b>3- 6 days</b></p>	<p>a. <b>Grieved Employee (Filing)</b> – 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 know of such occurrence. All grievances shall be completed of ASCC HR Form 4212.</p> <p>b. <b>Grieved Employee and Supervisor (Conference)</b> – A conference between the employee and the immediate supervisor will be held within 5 days of the initial presentation of grievance.</p> <p>c. <b>Employee’s Supervisor (written response)</b> – will issue a written response to the employee and a copy to the Dean/Director, VP/Dean Director CNR, President (<i>depending on the level of reporting</i>)</p> <p>d. <b>Employee (not satisfied)</b> – 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.</p>
<p><b>#2</b></p> <p>3 days</p> <p>3 days</p> <p>3-6 days</p>	<p>a. <b>Administrator (conference)</b> – 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.</p> <p>b. <b>Administrator (written response)</b> – The appropriate administrator, or his/her designee will issue a response to the employee within three days following the conference.</p> <p>c. <b>Employee (not satisfied)</b> – 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, Dean Director CNR, 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.</p>
<p><b>#3</b></p>	<p>a. <b>Human Resources/EEO Coordinator (process the documents for fact finding)</b> - Upon receipt of employee’s notice of intent, and grievance package from the Grievant. HR Director/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. <b>HR Director/EEO Coordinator (letter of notification to the President)</b> – HR Director/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. <b>Human Resources (fact finding)</b> – HR Director/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>c.</p>