



EL PASO COMMUNITY COLLEGE PROCEDURE

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DJ-3 Addendum Days for Counselors and Librarians

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AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: Guidelines for the use of full-time addendum days for faculty* Counselors and Librarians.

PROCEDURE:

I. Definition:

Addendum days are full-time work days (not partial days) for Counselors and Librarians to assure full-time faculty coverage for counseling and library services during faculty academic break periods. Addendum days are compensated at a full-time rate and are worked in 8-hour blocks. Up to 20 work days per fiscal year are provided to, and are optional to, the individual faculty member. Instructional faculty members are not eligible for addendum days.

II. Counselors and Librarians may be assigned up to twenty (20) addendum days in accordance with the following guidelines.

A. Counselors

1. Addendum days are to be used to provide direct counseling services to students, such as:

- General Counseling (degree planning, V.A. Financial Aid advising, International Student advising, etc.)
- General Program Information
- New Student Orientations: Regular/ESL
- Health Career Orientation Sessions
- Financial Aid Suspension and Probationary Student Counseling
- Academic Suspension Counseling/petition
- Add/Drop Counseling after grades are posted; change of courses
- Continuous Walk-In Advising/Registration and Late registration advising
- Transfer & Career Student Advising
- Dual Credit/Early High School Orientations & Advising
- Personal Counseling
- Special Advising Sessions: CDEC/TECA groups; ESL group advising; EDUC 1300 classes; Fire Tech groups
- First time graduation applications and re-applications
- “Come Back Project” degree planning and advising

2. Addendum days will be scheduled during faculty academic breaks, particularly during time periods just prior to the beginning of a new semester, and may be scheduled during other faculty academic breaks.

3. A schedule will be developed by the Dean, in coordination with the campus Counselor Coordinator, at the beginning of each academic year. The schedule will identify the days, for the entire fiscal year (September 1 - August 31), when full-time counselors are needed to provide counseling services to students, in addition to the normal faculty work schedule.

* **Note:** The word “faculty” denotes instructors, counselors and librarians.

- a. Full-time counselors will then have the opportunity to select the dates in which to work up to 20 full-time addendum days.
 - b. The schedule will further identify when additional (part-time, adjunct) counseling assignments are required to provide adequate counseling services to students; these additional employment opportunities may also be requested by a full-time counselor as an overload.
 - c. After the scheduling of full-time counselors in both addendum day and part-time (overload) employment assignments, part-time counselors will be employed in the remaining part-time employment assignments, as needed.
 - d. The schedule may be modified during the year by the Dean to meet counseling needs.
4. Addendum days may only be used/worked in increments of an 8-hour day; partial days of work will be compensated on a part-time basis.
 5. Addendum days will not be scheduled/used on a weekend day. Weekend assignments will be worked and compensated on a part-time, overload basis.
 6. It is expected that if an addendum day is scheduled to be worked, that it will be worked. Thus, an addendum day should not be scheduled for the purpose of using sick, personal, or bereavement leave, or when scheduled for jury duty. (See Section III, below, for clarification).
 7. Payment for addendum day(s) worked in December and May will be reflected in the counselor's pay check for those months.

B. Librarians

1. Addendum days are to be used to provide library services to students and patrons. A Librarian will be on duty at any time the library is open to provide library services.
2. Addendum days may be scheduled during faculty academic breaks, particularly when classes are in session (e.g. summer terms).
3. A schedule will be developed by the Dean, in coordination with the campus Head Librarian, by the end of Faculty Development week. The schedule will identify the days, for the entire fiscal year (September 1 - August 31), when full-time librarians are needed to provide library services to students, in addition to the normal faculty work schedule.
 - a. By October 1, full-time librarians will then have the opportunity to select the dates in which to work up to 20 full-time addendum days.
 - b. The schedule will further identify when additional (part-time, adjunct) librarians are required to provide adequate library services to students; these additional employment opportunities may also be requested by a full-time librarian as an overload. Part-time librarians will be employed in the remaining part-time employment assignments, as needed.
 - c. The schedule may be modified during the year by the Dean to meet library needs.
4. Addendum days may only be used/worked in increments of an 8-hour day; partial days of work will be compensated on a part-time basis.
5. Addendum days will not be scheduled/used on a weekend day. Weekend assignments will be worked and compensated on a part-time, overload basis.
6. It is expected that if an addendum day is scheduled to be worked, that it will be worked. Thus, an addendum day should not be scheduled for the purpose of using sick, personal, or bereavement leave, or when scheduled for jury duty. (See Section III, below, for clarification).

7. Payment for addendum day(s) worked in December and May will be reflected in the librarian's pay check for those months.

III. For clarification purposes, paid leave time for Counseling and Library faculty relevant to this procedure is provided.

- A. Board Policy 3.32.13, *Sick Leave*, states the following:

(Paragraph C) "Any request for sick leave may require medical certification. All requests for sick leave in excess of five (5) working days must be supported by a medical certificate or other evidence administratively acceptable. Employees may be required to furnish a physician's written release before the employee may return to work. Such a medical release and/or medical certification may also be required from a doctor designated by the College."

(Paragraph F) "During academic breaks, a full-time faculty member remains eligible to use sick leave to cover absences occurring while working under a supplemental assignment if the absence is for an unanticipated medical condition. Unanticipated means something that has not been given advance thought, discussion or treatment prior to the beginning of the assignment. Under this provision, sick leave benefits may be taken in increments of no less than on-half day (4 hours) per occasions. The intent of this section is to maintain the integrity of short-term assignments during academic breaks. Exceptions may be granted on a case-by-case basis."

- B. Board Policy 3.32.14, *Personal Leave*, states the following:

(Paragraph B) "A full-time member under a supplemental assignment during an academic break remains eligible for personal leave; the faculty member will be charged at the rate of one (1) day (8 hours) for any part or all of a day missed."

- C. Board Policy 3.32.15, *Bereavement Leave*, states the following:

(Paragraph B) "A full-time faculty member under a supplemental assignment during an academic break remains eligible for bereavement leave."

- D. Board Policy 3.32.16, *Court Leave*, states the following:

(Paragraph C) "A full-time faculty member under a supplemental assignment during an academic break remains eligible for court leave."