

PROFESSIONAL STAFF CALENDAR

- Jun-1 • Preferred work assignment letter is submitted each year to supervisor
- Jun-1 • E-8 Summary Evaluation is due - seven (7) working days to respond
- Jul-1 • Develop the E-7 at the time of hire and thereafter yearly.
The E-7 serves as the basis of evaluation for the year.
E-7 includes job description item (goals), objectives (if mutually agreed), and activities/methods.
- Jul-1 • Annual “Points” are usually paid based on snapshot as of October 15th.
- Jul-1 • Notification of work assignment from supervisor. 14 calendar days notice of regular and ongoing change
- Jul-1 • Off Campus Days - 3 days off campus per fiscal year are granted for activities outside of those assigned.
Off Campus Days may be taken in increments of a half-day or more.
Off Campus Days are free days for PS and no reporting of activity is required. – See November.
- Oct-15 • Notice of Non-reappointment in 5th year. Non-reappointment at end of 5th year requires “just cause.”
- Oct-29 • Unused vacation days in excess of 480 hours (64 days) are converted to sick leave at the end of last pay period in October.
- Nov • Day after Thanksgiving - 7.5 hours must be used as one of the 3 off campus days.
- Dec-1 • Application for Sabbatical Leave Beginning July 1
- Dec-30 • E5 - Six-month description of college service is due to supervisor (4 hours is the requirement).
- Dec-30 • E-4 - If student advising is assigned, the log is due to supervisor by 5/30.
- Jan-1 • Personal days - 5 days if hired before July 1, 2012, 3 days if hired after July 1, 2012
- Feb-1 • See Evaluation Cycle Year 1 below
- Mar-1 • Notice of Non-reappointment is due by March 1 in 1st four years.
- Apr-1 • Unused vacation days in excess of 480 hours (64 days) are converted to sick leave at the end of last pay period in April and again in October.
- May-30 • E5 - Six-month description of college service due to supervisor (4 hours is the requirement)
- May-30 • If student advising is assigned, the log is due to supervisor
- May-30 • Graduation - If required to attend, graduation should be included in E-7.

Compensatory Time – 1 ½ hours are granted for each hour worked over 37 ½ hours per week

Payment of unused vacation and comp. time is paid upon separation from the college

Evaluation Cycle	New Employee Classification
Year 1 - February 1 and June 1	10 days of hire - Submit classification points (data form)
Years 2-6 - June 1	30 days of hire - HR forwards proper classification
Year 7 - Tenure (No Evaluation)	Year 2 and after - monitor points for additional negotiated increases.
Year 8 - No Evaluation	
Year 9 - Evaluation and every 3 rd year on June	