

Sinclair Community College  
Office of Human Resources  
**Adjunct Faculty Employee Orientation**

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_  
Department \_\_\_\_\_ Supervisor \_\_\_\_\_

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### **College Policies/Procedures**

Your employment is governed by the sufficiency of legislative appropriations and the provisions of employment as expressed in the Human Resource's policies and procedures as well as the *Adjunct Faculty Handbook* that are expressly incorporated in this document.

#### **Equal Employment Opportunity**

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability. If you believe you have been the target of illegal discrimination, contact the Equal Opportunity Officer, Office of Human Resources.

#### **Title IX - Sexual Harassment and Sexual Misconduct Policy**

Sinclair Community College reaffirms its commitment to an academic, work and study environment free of inappropriate and disrespectful sexual conduct and communication of any form. All students, faculty, adjuncts and staff are protected under and subject to the guidelines of this policy. The college will conduct its programs, services and activities in accordance with the applicable federal laws, including Title IX of the Education Amendments of 1972, state and local laws and college policies. Employees and students can report Title IX concerns to the Title IX Coordinator, at 937-512-2514.

#### **Employee Harassment**

Sinclair Community College is committed to providing and maintaining a community in which students, faculty, administrators, staff and other members of the community can work and live together in a safe and supportive environment. The College enforces a strict policy against discrimination and harassment on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability. Offensive or harassing behavior will not be tolerated against any person in the workplace. Employees may report any harassing act(s) or pattern of conduct to any of the following persons: his/her supervisor or the supervisor's superior, or the Equal Opportunity Officer/Director of Human Resources.

#### **Safety Policy**

It is the policy of Sinclair Community College to provide a safe environment for all employees, students, and visitors and to promote continuing vital safety awareness. The acceptance of employment at Sinclair Community College obligates a person to follow the safety policies and procedures established by the College. Your supervisor will inform you of job-site safety issues.

#### **FMLA**

The federal Family and Medical Leave Act of 1993 guarantees eligible employees the right to a limited amount of leave for certain qualifying reasons with the guarantee of protection of jobs and benefits. The law guarantees only the right to unpaid leave. Eligible adjunct employees also have twelve (12) "weeks" of leave available. However, the definition of "week" is the average number of hours the employees worked in the twelve (12) weeks prior to the onset of Family Medical Leave.

#### **Tobacco-Free and Smoke-Free College**

Smoking and the use of any smokeless tobacco products, electronic cigarettes, or products intended to mimic tobacco products are prohibited on any property owned, leased, or controlled by Sinclair Community College. This policy does not prohibit the use of nicotine patches, pills, gum, or other products specifically designed to assist individuals with the cessation of smoking or tobacco use.

## **Parking**

Adjunct Faculty may park in the following open access lots at no charge: lots are A, E, J, K, I and M. For Adjunct Faculty taking classes, there is a \$85 Auxiliary Fee charge. This is a fee for multiple auxiliaries and is not considered a parking fee.

## **Appearance and Conduct**

Business casual is the normal office attire for Sinclair Community College employees. One's appearance should be appropriate to one's position within the College and his/her dealing with our customers and members of the general public when acting in an employment capacity. Common courtesy, a friendly smile, and a sincere interest in members of the Sinclair community project a positive image of the College and its employees.

## **Paydays**

Adjunct instructors will be paid four times during a 16 week semester and at the end of any abbreviated semester. Pay will either be direct deposited or mailed to your home on the pay dates. If you are teaching a short term course that ends after the first pay date, you are required to complete the course in accordance with the duties and responsibilities of adjunct faculty. If you are paid for any portion of a course that is not completed, you will be required to refund the College the pro-rated amount as determined by the College.

## **Campus Police**

College employees are urged to contact Campus Police if they observe something or someone suspicious, need a room opened, experience a theft, or have any other problem that needs the attention of an officer. Their number is 512-2700. Campus Police are available 24 hours/day to provide escort service to your car or elsewhere on campus.

## **Assignments**

Approval to teach for a department does not guarantee course assignment. Scheduling assignments are determined on a semester basis depending on department need and course availability.

## **Absence Notification**

In the event of an unavoidable absence such as illness or accident that will preclude the instructor from attending class, the instructor must:

- Contact the department office prior to the class session
- If no answer, contact the division dean.
- If no answer, contact the Office of Adjunct Faculty Support Services at extension 2782.
- A qualified substitute will be placed in the class if possible.

The Office of Adjunct Faculty Support Services and your department chair must be notified of any class canceled due to unavoidable circumstances. Pay will be prorated to reflect classes missed unless the instructor has, with the agreement of the chair, established reciprocal agreements with other faculty, full-time or adjunct, to cover classes. Unauthorized substitutes (spouses, professional colleagues, friends, etc.) may not be utilized in fulfilling classroom obligations.

Log onto our.sinclair.edu and type:

<https://employees.sinclair.edu/index.cfm/references/adjunctfacultyhandbook/> to review the complete text of the policies.

My signature below indicates that I have read all the above information and understand how it applies to my employment as an adjunct faculty employee.

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Human Resources Representative Signature

Date

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Employee Signature

Date

**Submit one signed copy to Office of Human Resources. Employee retains carbon copy.**