ADDITIONAL GENERAL TERMS OF EMPLOYMENT

For Kapi‘olani Community College Faculty

(black font = required; blue font = as appropriate; red font = do not include, but consideration necessary)

1. **DUTY PERIOD:** Your duty period begins <date> and ends <date>.
2. **PAY:** Due to the State of Hawai‘i payroll lag, your first paycheck is targeted for <date> if your payroll documents are received and processed in a timely manner [or “by <date>”.

For nine (9) month appointments, compensation for the nine (9) months of service is spread over 12 months, beginning August 1, <Year>, for the purpose of continuing your benefits. If you are hired after the start of the Fall semester or during the Spring semester, you can elect to have your salary for the present academic year divided equally throughout the pay periods from the initial appointment through July 31. Please note that if you do not elect this option, you will be placed on leave without pay accordingly. Contact your Human Resources office for appropriate forms.

1. **BENEFITS:** Your employment benefits, including enrollment in the Hawai‘i Employer-Union Health Benefits Trust Fund, retirement benefits, and sick leave, are governed by University policies and procedures, and applicable Federal and/or State laws, rules and regulations, and if appropriate, the collective bargaining agreement between the exclusive representative and the University.
2. **TRAINING:** You will be required to complete training directed by your Dean/Director by specified deadlines [or “by <date(s)>”, ] including, but not limited to, Title IX/Sex Discrimination, Workplace Nonviolence, and specific training for your discipline or work area [or <list of trainings].
3. **WORKLOAD:** *If applicable, include the following verbiage:* “Your school/college/department workload may be found at <website, campus policy location, etc.> and includes serving as an academic advisor to students, engaging in research, performing scholarly activities including publishing in scholarly journals and other duties as assigned. You are also expected to participate in curriculum development, provide service to the University and community, and develop and maintain an active and productive research program that is independently funded. You may be eligible for course release to engage in research or other approved activities. Any adjustment to your workload is subject to change depending on needs of the department as determined by the Department Chair and/or Dean/Director.”

## For Instructional faculty:

* *If applicable, include the following verbiage:* “Your school/college/department workload may be found at <website> and includes serving as an academic advisor to students, engaging in research, performing scholarly activities including publishing in scholarly journals and other duties as assigned. You are also expected to participate in curriculum development and provide service to the University and community. You may be eligible for course release to engage in research or other approved activities. Any adjustments to the normal workload are subject to change depending on needs of the department as workload is determined by the Department Chair.”

## For Specialist and Librarian faculty:

* *If applicable, include the following verbiage:* “As a faculty member in your assigned area, your work includes the performance and completion of projects and assignments as outlined in the job advertisement as well as work that evolves in the course of your assigned area, including supporting academic, instructional and/or research endeavors as appropriate, and other duties as assigned based on the needs of the department/unit. You are expected to provide service to the University and community. Any adjustment to your workload is subject to change depending on needs of the department as determined by the Department Chair and/or Dean/Director.”
* *If applicable, include the following verbiage:* “While your position provides you eligibility to earn vacation, you may elect in writing to forgo this vacation benefit for a minimum of two consecutive years and be placed on a 11 month duty period. During the one-month off-duty period, with approval, you may perform additional duties related to your research for additional compensation from extramural grants not to exceed 1/11 of your base salary.”

## For Extension faculty:

* *If applicable, include the following verbiage:* “As a faculty member in your assigned area, your work includes the performance and completion of projects and assignments as outlined in the job advertisement as well as work that evolves in the course of your assigned area, including supporting academic, instructional and/or research endeavors as appropriate, and other duties as assigned based on the needs of the department/unit. You are expected to provide service to the University and community. Any adjustment to your workload is subject to change depending on needs of the department as determined by the Department Chair and/or Dean/Director.”
* *If applicable, include the following verbiage:* “While your position provides you eligibility to earn vacation, you may elect in writing to forgo this vacation benefit for a minimum of two consecutive years and be placed on a 11 month duty period. During the one-month off-duty period, with approval, you may perform additional duties related to your research for additional compensation from extramural grants not to exceed 1/11 of your base salary.”
* *If applicable and for Extension Agents, start-up funds may be provided if authorized. You may include verbiage regarding the amount of start of ups to be provided and the authorized use for such funds. For example:* “Startup funds of <$ dollar amount> will be provided for your use during the first <#> academic years of your appointment. These funds may be used to purchase authorized equipment, materials, or supplies; to hire support personnel; and to use for work related travel; such funds are to \_\_\_\_\_ expended in accordance with University policies, procedures, and related rules.”

1. **IMMIGRATION PURPOSES:** *Should language regarding immigration status be necessary, include the following verbiage:* “As you are aware, the position was advertised as a full-time, tenure track position. If you do not have your permanent residency status and should you apply for and be awarded tenure during your probationary period, you will be placed on conditional tenure status. Upon attaining permanent residency status, the “conditional” status will be removed. In addition, if you are not a U.S. citizen, we will apply for the temporary work authorization from the U.S. Citizenship and Immigration Services. If it is our decision not to re-appoint you or should you fail to obtain the necessary immigration status during the period of your temporary visa, your services will be terminated no later than the expiration of the visa.”
2. **RELOCATION ALLOWANCE:** *Should relocation allowance be provided, include the following verbiage:* “To assist in your move to Hawai‘i, we have authorized a relocation allowance in the amount of <$ dollar amount> which will be paid in lieu of moving, relocation and employment transition cost reimbursement and/or payment. The allowance will be paid to you in your first paycheck. It will be processed as additional taxable compensation through the Payroll system with all applicable income taxes and FICA amounts deducted. If you do not complete 12 months of service, you will be required to repay the University of Hawai‘i the full amount of the relocation allowance. Please refer to Administrative Procedure AP8.863, *Relocation Allowances*, for more information regarding the relocation allowance: [http://www.hawaii.edu/policy/docs/temp/ap8.863.pdf.”](http://www.hawaii.edu/policy/docs/temp/ap8.863.pdf)
3. **INVENTION DISCLOSURE**: *If applicable, include the following verbiage:* “Enclosed is the Invention Disclosure and Assignment Agreement that all prospective faculty members are required to read and sign. Please refer to the listed websites on the memo for the complete policies and procedures, and also read the Executive Policy E12.214, Conflicts of Interest and Commitment. If you do not have access to the web, copies can be provided upon request.”
4. **START- UP FUNDS:** *Start- up funds may be provided if authorized to support faculty work and endeavors of the program/department in areas including research, travel, community engagement, student research assistants, etc. If applicable, include verbiage regarding the amount of start-up funds to be provided and the authorized use for such funds.*

*For example:* “Start-up funds of <$ dollar amount> will be provided for your use during the first <#> academic years of your appointment. These funds may be used to purchase authorized equipment, materials, or supplies; to hire support personnel; and to use for work related travel; such funds are to expended in accordance with University policies, procedures, and related rules. In addition, during your first year of employment, you will be provided with one month of summer research salary and work to be completed by <date>, including a comprehensive report of activities that contribute to the University’s overall research endeavors. After the last year, any remaining balance may be carried forward with a written and approved request for up to one additional year. Thereafter, any remaining balance will revert back to <indicate name of college/school/office>.”

**Note for Chancellors/Deans/Directors regarding space/increased operating costs:** Campuses must establish internal procedures and coordinate with their respective VC for Administration regarding approval process for: (1) assignment or occupancy of any room or space, whether or not improvements are necessary, (2) any and all space that will be repurposed altered or modified, and/or (3) action that will have any impact to recurring/ongoing operating costs for the University including to the unit or other entity.