**Personnel Action Submissions for Winter and Spring 2014-15**

**All** personnel actions of any type relating to reassignment of faculty and/or adjunct hires must be routed for approval and processed no later than the respective dates listed below:

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| Personnel Action | Winter 2014-15 Submission Deadlines | Spring 2015  Submission Deadlines |
| People Admin Adjunct  New Position Description  (Initial Adjunct Appointment) | **October 20, 2014**  (in order to ensure all required documents are received and processed prior to Winter term beginning) | **October 20, 2014**  (in order to ensure all required documents are received and processed prior to Spring semester beginning) |
| People Admin Adjunct  Hiring Proposal  (Initial Adjunct Appointment) | **November 3, 2014**  (in order to ensure all required documents are received and processed prior to Winter term beginning) | **November 3, 2014**  (in order to ensure all required documents are received and processed prior to Spring semester beginning) |
| 3 Year Adjunct  Appointment Renewals  (Using Modifying Existing Position Descriptions) | **November 3, 2014**  (in order to ensure all paperwork is received and processed prior to fall semester beginning) | **November 3, 2014**  (in order to ensure all documents are received and processed prior to Spring semester beginning) |
| Signed Contract Appointment Letters Due | **November 21, 2014**  (Appointment letters and required documents must be returned in order to make assignments by the deadline.) | **December 12, 2014**  (Appointment letters and required documents must be returned in order to make assignments by the deadline.) |
| Adjunct Course Assignments  (In INB Banner – SIAASGN) | **December 1, 2014**  (All assignments for faculty/adjunct faculty must be entered in SIAASGN) | **December 19, 2014**  (All assignments for faculty/adjunct faculty must be entered in SIAASGN) |
| FLAC  (Faculty Load and Compensation)  Review of Stipends for Adjuncts and Overloads in SSB and Locking of Records | **December 3, 2014**  (Each instructor’s record must be reviewed and locked by Dean or designee before the adjunct has access to review and acknowledge contract) | **January 5, 2015**  (Each instructor’s record must be reviewed and locked by the Dean or designee before the adjunct has access to review and acknowledge contract) |
| Grant Requests for Reassignment/Release Time  (PR 40 should be used) | **December 5, 2014**  (must be received by Payroll Office by this date in order to process) | **December 5, 2014**  (must be received by Payroll Office by this date in order to process) |
| Deadline for Acknowledgements by Adjuncts in FLAC | **December 12, 2014**  **\***Departments should check FLAC to ensure all adjuncts have acknowledged their assignments and compensation in FLAC. If not, the adjunct(s) must be contacted by the department. | **January 17, 2015**  \*Departments should check FLAC to ensure all adjuncts have acknowledged their assignments and compensation in FLAC. If not, the adjunct(s) must be contacted by the department. |

**All adjuncts** must have a current I-9 on file with the Office of Human Resources before they will be allowed to begin work or have access to D2L and other university services needed. When assigning adjunct faculty, please make sure the individual has a current I-9 on file and they are eligible for the assignment. It is the department’s responsibility to monitor FLAC records to be sure that the Adjunct Instructors acknowledge their assignments and compensation before classes begin. Adjuncts shall not be allowed to have access to students or classrooms until FLAC acknowledgements are complete.

**E-Verify:** All executive branch agencies within the Commonwealth of Virginia, including Radford University, are required by the Governor to use E-Verify for new hires which confirms that the employees are eligible to work in the U.S. E-Verify does not replace the I-9 process but provides an extra layer of security for employers to ensure they maintain a legal workforce. E-Verify will be keyed by HR staff after the receipt of an I-9 for all new hires.

**Work Limitations for Adjuncts/Part-time Employees**: Due to the DHRM’s response to the Affordable Healthcare Act, the University is limiting the average total number of credit hours for the calendar year (January-December) to **28** (equivalent to less than 29 hours/weeks).

* **Example 1:** An adjunct may be allowed to work 3 three-credit hours of instruction during spring and fall semesters; or 2 four-credit hours of instruction during each AY term.
* **Example 2:** An adjunct may be allowed to work 2 three credit hours during spring, 3 three-credit hours during summer session(s) and 3 three-credit hours during the Fall semester.
* **Example 3:** Employee may be allowed to work 1 three-credit hour course during Wintermester, 2 three-credit hour courses during Spring, 1 three-credit hour courses during Summer session, and 3 three– credit hour courses during Fall term.

**It is the responsibility of the Department and College to carefully monitor the number of hours that an adjunct works during the calendar year to ensure that an adjunct does not exceed the limit.** If an employee is working in multiple departments/colleges within the University and is in danger of exceeding the established work-hour limitation, the department will be contacted by the Office of Human Resources. Upon notification, the appropriate action will need to be determined and implemented.