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Dear Faculty and Staff at Kauaʻi Community College:

Mahalo for being part of the Kauaʻi Community College! I appreciate your expertise and your commitment to our students.

I am pleased to provide each of you a copy of the Kauaʻi Community College Faculty and Staff Handbook. The main purpose of this handbook is to assist all of us in the work we do for our students. It is a starting point for learning about the University of Hawaiʻi 10-campus system, our campus, students, and programs. As a resource guide it is companion to our catalog, credit and non-credit schedules of courses, and our campus web site (www.kauai.hawaii.edu). It also provides brief descriptions of things we need to know as employees. Place your handbook within easy reach for quick reference.

As we begin another year, I look forward to working with you to serve our students and community and move our institution forward. May this year bring you many exciting opportunities for growth as individuals and colleagues of the Kauaʻi Community College team.

Best wishes for an outstanding year!

Aloha,

Helen Cox
Chancellor
Our College Administration Team

Executive Staff

Helen Cox, Chancellor  
James Dire, Vice Chancellor for Academic Affairs  
Earl Nishiguchi, Vice Chancellor for Student Affairs  
Gary Nitta, Vice Chancellor for Administrative Affairs  
Ramona Kincaid, Director of University Center, Kaua‘i and Academic Support Services  
Bruce Getzan, Director of Office of Continuing Education and Training

Division Chairs

Candace Yim-Tabuchi, Business Education  
Rick Randolph, Liberal Arts & Humanities  
Charlene Ono, Health Education  
Brian Yamamoto, Science and Mathematics  
Glenn Alquiza, Trades Technology

Program and Discipline Coordinators

Martina Hilldorfer, Culinary Arts  
Valerie Rita, Early Childhood  
Charlene Ono, Nursing  
Brian Cronwall, English  
Dennis Chun, Hawaiian Studies
The University of Hawai‘i is one of 18 departments in State government. It has evolved since its inception in 1907 into a multi-institution system comprised of a major research university (UH Mānoa), a four-year campus (UH Hilo), two upper-division colleges (UH-West O‘ahu and Maui College), and the Community College system comprised of six community colleges (Hawai‘i, Honolulu, Kapi‘olani, Kaua‘i, Leeward, and Windward). It also has University Centers (Kaua‘i, Maui, and West Hawai‘i), Education Centers (Hāna, Lāna‘i, Moloka‘i, North Hawai‘i, Wai‘anae and West Maui), and the Employment Training Center at Windward Community College, a vocational training program for at-risk individuals. All campuses are governed by the Board of Regents (BOR). The BOR appoints the President for the 10-campus system and a chancellor for each campus.

Kaua‘i Community College, founded in 1965, provides two-year college transfer and general education programs, career and technical education, continuing education, community service, and other programs and services appropriate for the residents of Kaua‘i. The College serves more than 3,000 students and community members through its credit and non-credit course offerings, and also provides outreach support to baccalaureate and graduate level degree programs via distance learning courses offered by UH-West O‘ahu, UH Hilo, and UH Mānoa via its University Center. Approximately 200 faculty and staff persons are employed at Kaua‘i Community College.

The college awards degrees and certificates in Associate of Arts (AA) in Liberal Arts; Associate of Science (AS); Associate of Applied Science (AAS); Associate of Technical Studies (ATS); Certificate of Achievement (CA); Certificate of Completion (CC); Certificate of Competence (CO); and Academic Subject Certificate (ASC).
Our Vision

We are the acclaimed University of Hawaii at Kaua‘i, our island’s primary resource center and gathering place for personal and community enrichment. We are a premier source of education and training for residents and visitors from around the world. We provide comprehensive academic, technical and cultural enrichment in keeping with our diverse local heritage and Hawaiian values. An integral part of the UH system, we are a role model for a close-knit, harmonious institution effectively meeting student and community needs. People look to us first for excellence, quality and service: “Why don’t you call KCC?”

We educate the whole person, empowering students of all backgrounds to set their own goals, realize their potential and achieve their dreams. They receive ongoing, personal support that builds their sense of belonging. They are proud to attend UH Kaua‘i Community College and thrilled to receive the highest quality education on our special island. Our well-rounded graduates are lifelong learners, highly-trained professionals and community leaders, sought after by industry.

We serve each other, our students, Kaua‘i, UH, our state, nation and world in a safe, caring environment which encourages learning. We respond to needs that serve a pono goal. Our student-focused institution is a trusted, recognized leader, contributing to the economic and social success of our graduates, island and world. Our employees are active in our university and in their communities. Our facilities are efficient and equipped with the latest technology to expand learning possibilities. On our beautiful, garden campus, all buildings are clean, safe and accessible, linked by covered walkways and attractive signage.

We build partnerships. Within UH, we are role models for community service and working as a system. We are recognized leaders in the fields of complementary health, distance learning and sustainable technology. We partner on educational, cultural and athletic programs and events, which bring recognition and income to our university and island. We work with business and community organizations, promoting aloha, cultural diversity and quality of life.

We are a “leader-full” organization. Our knowledgeable, caring administrators are united, responsive leaders who provide clear direction, resources and streamlined, state-of-the art systems. Our diverse, expert faculty is proactive and passionate in supporting individual student needs and inspiring the love of learning. Our staff is the framework and foundation of
our organization, modeling teamwork and customer service for all. They serve efficiently, effectively, joyfully and with aloha. All UH Kaua’i Community College employees enjoy ongoing professional development and career growth. Our involved students take personal responsibility for acquiring skills and knowledge needed to succeed and apply learning to their lives. They are motivated, empowered to face the challenges of the future, while giving to and receiving from their college and community. Our visible, accessible trustees take pride and ownership in our vision. They serve as ambassadors to the community, building our resources and reputation.

**We reach out locally and globally** to all those who desire learning and growth. Our excellent relationship with the Department of Education supports accessibility and student preparation for higher education. On campus and in distance learning, we have record enrollment, with user-friendly online registration. Our income-producing ventures, grants, donations and tuition, easily accommodate our financial needs, goals and vision.

**Our success is founded on shared mission and vision, leadership, customer service, partnering, teamwork, and commitment to quality.** We serve our community while expanding to touch our world. We consistently live our values and do small things with great love as we provide the stepping stones and a gateway to dreams.
Our Mission

Kaua‘i Community College provides open access education and training in an ethical and innovative student-centered and community-focused environment, nurturing life-long learners who appreciate diversity and lead responsible and fulfilling lives.

To demonstrate our commitment to this mission, Kaua‘i Community College:

- supports students of all ages, cultures, and backgrounds to achieve their educational goals
- perpetuates appreciation and understanding of Hawaiian culture and develops programs to support native Hawaiian students
- cultivates appreciation for artistic, intellectual, and technical pursuits
- creates curricula and programs responsive to the community’s changing needs for career and work force development
- fosters partnerships with schools, the University of Hawai‘i system, and local, state, national, and global communities
- leads the community toward greater social, economic, and environmental sustainability, and
- maintains a healthy and safe learning environment that enhances student and employee growth and success.
Our College Goals

1. Access
To provide open access to educational excellence for a diverse student population.

1.1 Outreach: Increase access to and participation in college programs through coordinated and continually improving marketing and recruitment activities.

1.2 Enrollment: Enhance educational success through retention initiatives.

1.3 Placement and Scheduling: Enhance utilization of placement testing and course scheduling processes.

1.4 Support Services for Access: Strengthen support services processes to better meet student needs.

2. Learning & Teaching
To promote excellence in learning and in teaching for transfer, career/technical, remedial/developmental education and life-long learning.

2.1 Articulation: Improve communication and articulation processes with other KCC programs as well as secondary and postsecondary institutions.

2.2 Curriculum: Ensure quality, relevancy and currency of curriculum to meet the needs of our diverse student population and community.

2.3 Remediation/Developmental: Review the college’s current strategies for dealing with remedial students and, based on the findings, modify offerings to meet their needs.

2.4 Student Learning Outcomes: Develop, implement and sustain an assessment process that fosters innovative and continuous improvement of student learning outcomes at the college, program, and course level.

2.5 Academic Support: Support student success through accessible, reliable, and user-focused academic support services.

2.6 Faculty and Staff: Create an environment that attracts, retains, and supports qualified personnel.

2.7 Facilities: Maintain facilities, equipment, and technological infrastructure to support institutional and student needs.

2.8 Financial Resources: Strengthen processes to develop and better utilize fiscal resources.

3. Workforce Development
To provide a trained workforce by offering programs that prepare students for both employment and future career development.
3.1 Articulate educational programs with workforce needs by utilizing input from advisory groups and other relevant sources of information.

3.2 Meet workforce needs, increase students’ rates of certification, licensure, job placement and/or transfer to appropriate baccalaureate programs by providing relevant education and training programs.

4. Personal Development
To provide life-long learning opportunities in the areas of personal and professional development.

4.1 Foster faculty and staff currency of expertise in their areas of responsibility through support of professional development activities.

4.2 Foster personal enrichment of students by providing opportunities that broaden their college experience.

5. Community Development
To contribute to community development and enrichment through campus leadership and collaboration.

5.1 Establish active collaborative arrangements to support community goals and needs.

6. Diversity
To foster global understanding and appreciation for diversity.

6.1 Support diversity and cultural awareness through campus programs.

6.2 Foster global understanding, develop partnerships with communities and organizations both within and beyond Hawai‘i.
Our Student Learning Outcomes (SLOs)

Communication: Effectively use language and non-verbal communication consistent with and appropriate to the audience and purpose.
- Reading: Read and comprehend written material critically and effectively at the appropriate program level.
- Writing: Write in a clear and organized fashion, at the appropriate program level, to explain ideas, to express feelings, and to support conclusions, claims, or theses.
- Speaking: Speak in an understandable and organized fashion to explain ideas, to express feelings, and to support conclusions, claims, or theses.
- Listening: Listen actively, respectfully, and critically to the substance of others’ comments.

Cognition: Use critical thinking skills to analyze, synthesize, and evaluate ideas.
- Problem Solving: Identify and analyze real or potential problems and develop, test, and evaluate possible solutions, using the scientific method where appropriate.
- Creative Thinking: Formulate ideas and concepts in addition to using those of others.
- Quantitative Reasoning: Use appropriate program level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.
- Application: Apply knowledge and skills to appropriate contexts and transfer knowledge and skills to new and varied situations.
- Resource Management: Identify, organize, and allocate resources effectively.

Information Competency: Conduct, present and use research necessary to achieve educational, professional, and personal objectives.
- Information Literacy: Use print materials, personal communications, observations, and electronic media to locate, retrieve, and evaluate information. Understand the ethical, social and legal issues surrounding the use of information.
- Technological Competency: Apply technology effectively to locate, interpret, organize and present information.

Social Responsibility: Interact with others demonstrating respect toward their opinions, feelings, and values.
- Teamwork: Participate actively in group efforts to seek effective results.
- Respect for Diversity: Display an understanding of and respect for other people and cultures.
Effective Citizenship: Demonstrate responsibility for being an informed, ethical, and active citizen of Kaua‘i, the nation, and world.

Personal Responsibility: Demonstrate self-management through practices that promote physical, mental, and emotional well-being.

- Ethics and Values: Demonstrate an understanding of ethical issues and a sense of values to make sound judgments and decisions.

- Aesthetic Appreciation: Create or show appreciation for artistic and individual expression.
Our Organizational Philosophy and Employee-Employer Relations

The College excels in satisfying the needs of students and the public through the participation of every employee. We pride ourselves in our on-going efforts to deliver high-quality instructional and support services, which further the College’s mission, goals, and alignment with our student learning outcomes.

Our focus is student-centered and we are committed to building and maintaining a culture of evidence, a culture of inquiry, and a culture of continuous improvement and accountability. Through our emphasis on collecting and maintaining data on what we do, we can learn more about our students and their educational progress. We can keep track of how we help students to meet their educational goals, student persistence, completion of courses, and earning credentials and leaving college.

Quality instruction and service promise student success. Kaua‘i Community College is committed to the growth and development of our employees to ensure that the level of quality we value is delivered. Effective communication and on-going training are crucial to keeping everyone aligned with the mission, College goals, and student learning outcomes as we champion student success.

Within our organization, one very important goal is to enable people to participate in making decisions which affect campus operations, their work life and job performance. We endorse shared governance as reflected in the organization of the College Council, a body of representatives from all divisions, employee groups, units, and offices. When people have their ideas listened to and acted upon, they have greater ownership in the success of the college.
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**SMALL BUSINESS DEVELOPMENT CENTER (UH HILO)**

John Latkiewicz, Director . .241-3148
Darlene Kaui, Secretary....241-3148

Campus Organization
The College’s Executive Staff is responsible for providing leadership to divisions, programs, offices, and units toward fulfilling the College mission and actualizing the Strategic Plan.

**Office of the Chancellor**
Responsible for the overall leadership and management of the instructional and non-instructional programs, academic support services, student services, institutional support, University of Hawai‘i Center, Kaua‘i and continuing education and training programs of Kaua‘i Community College. Responsible for the overall leadership, establishment and development of campus-external island, state, national and international partnerships. The Chancellor, CEO for the College, reports to the President of the University of Hawai‘i System and Vice President for Community Colleges. The Chancellor is a member of both the Council of Chancellors and the Council of Community Colleges Chancellors.

The Chancellor, with the Institutional Researcher and the Program Review Committee, guides the campus through the Program Review and Annual Program Review (APRU) processes to assure alignment with the College Budget Request process for all instructional and non-instructional programs; aligns the College Budget Request process with the State Biennium Budget Request process and both the College and UH System Strategic Planning processes.

**Making Gifts to Kaua‘i Community College**
Faculty and staff are encouraged to contribute to the KCC Fund or to any other University of Hawai‘i Foundation account. If you are interested in supporting a specific program or area of interest please contact Cammie Matsumoto, Director, Community Relations and Special Projects, at extension 280; otherwise the funds will be credited to an unrestricted account for general use. Gifts to the College are tax deductible and you will receive an acknowledgement from the UH Foundation. Faculty and staff may also sign up for an automatic payroll deduction which makes giving convenient.

**Office of the Vice Chancellor for Academic Affairs**
The VCAA is responsible for the academic leadership and management of the College by administering all credit instructional programs and on-going evaluation and assessment of student learning. Instructional programs fall under one of five academic divisions: Language, Arts, and Humanities (LAH) • Science and Mathematics (SAM) • Trade Technology (TT) • Health Education (HED) • Business Education (BED).
Responsible, through the division chairs, for the coordination and supervision of their respective instructors and lecturers. The primary function of the office is to meet the instructional mission and goals of the College through such activities as developing courses, schedules, and catalog materials; participating in personnel matters related to teaching assignments, recruiting, continued employment, reappointment, or separation; and supporting the division through program review, assessment, and improvement.

New courses or significant modifications of courses require submission of the Curriculum Action Form (CAF) through the curriculum approval process. New academic programs or changes to academic programs require a Program Action Request (PAR). If a new program requires Board of Regent approval, an Authorization to Plan (ATP) is required followed by a detailed proposal. The VCAA can guide faculty through any of these procedures.
University of Hawai‘i Center, Kaua‘i

Led by the Director of the University Center, Kaua‘i and Academic Support Services, the Center provides Kaua‘i residents access to educational opportunities from across the 10-campus system. The recently approved reorganization of the University of Hawai‘i, which more closely integrates the 10-campus system, puts an even greater emphasis on Kaua‘i Community College’s role as a University Center and the community’s primary connection to the greater system. Through various forms of distributed learning, students on Kaua‘i may earn 22 different degrees at the bachelor’s, master’s, and doctorate levels and earn specialized certificates from across the University of Hawai‘i system, in addition to the core programs offered by the college.

Academic Support Services

Academic Support provides support to faculty, staff and students. These include: computer support, media services, library, and learning assistance services, cooperative education and internships, and professional development. The Learning Commons is situated in the first floor of the library in the Learning Resource Center. The Learning Commons includes the Library, the student computers, Tutoring Center, College Success Center, Instructional Technology, the Math/Science Lab, and the Digital Media Studio/Lab.

- **Library**
  Provides all library services which include books, magazines, pamphlets, video and other materials, as well as reference and library use and instruction. Has a 20 computers as well as 20 laptops to loan. Provides access to resources located at other libraries across the UH 10-campus system as well as information about resources available through the Hawai‘i State Library System.

- **Media Services**
  Plans, coordinates, and administers the College’s media services requests by assisting faculty and staff in the selection, use, and design of materials and equipment. Kaua‘i Community College, through Media Services, is also a transmitting and receiving site for HITS (Hawai‘i Interactive Television System) and has video conferencing capabilities. To request audio visual (AV) equipment use or assistance, fill out and submit the work order form located in Media Services. A 48 hour prior notice is recommended for equipment requests. Graphic design may require additional lead time.

- **Tutoring Center and College Success Center**
  Provides a variety of special resources and services to help students succeed. Tutoring by volunteer faculty, community, and trained student tutors; the Writing and Math/Science Labs; and special workshops. The College Success Program provides special support for basic skills including IS 103 courses, curriculum development, counseling, and tutoring.

- **Computer Services**
  Administers and maintains all computing and data processing equipment and software, including systems development and maintenance, systems analysis, and design and application programming.
Computer Services is also responsible for the learning commons computers, test center computers, and the operation of the computer classrooms. To assist faculty, staff, and students with technological questions Computer Services operates the HELP Desk at extension 342, via email to itkauai@hawaii.edu. All faculty and staff have access (via your UH logon and password) to their files that are located on their x drive at https://xdrive.kauai.hawaii.edu/xythoswfs/webview/login.action. This site is the college’s virtual private network and it can be accessed on campus, at home, or abroad.

- **Instructional Technology**
  Maintains Help Desk to assist faculty with hardware and software related to teaching. Assists faculty in their curriculum. Conducts technology workshops. Manages the Digital Media Studio and Lab in the Learning Commons.

- **Cooperative Education, Internships and Employment**
  Coordinates cooperative education and internships between students, programs and employers. Conducts employer consultations and posts off-campus employment opportunities.

- **Computer Classrooms and Smartboard locations**
  Classrooms with computer and/or Smartboards are available on an appointment basis, check with the appropriate division or program or make a formal request for room use through the facilities office at 245-8364. If you are requesting use of OCET rooms, contact them at 245-8318.

In advance, check to ensure that the software you require is available. Contact Computer Services at extension 342 for assistance.

**Computer Classrooms**
- LRC 123 (SAM)
- LRC 124 (LAH)
- Business Division Classrooms in Room 110: 22 computers (BUS)
- Business Division Classrooms in Room 111: 16 computers (BUS)

**Computer Lab:** Library Commons: 40 computers (open lab at all times)

**Smartboard Locations:** Please check with appropriate divisions
- Kilohana Classroom
- Haupu Classroom
- Hawaiian Studies Classroom
- ABRP Classroom
- LRC 128
- OCET (Total of 4)
- Carpentry
- Electronics
Wireless Connection
If you own a laptop with wireless capabilities, work with the HELP Desk to obtain internet access on campus. The HELP Desk can also assist you in accessing your campus network drive.

- Professional Development
Professional development for faculty members and all college staff is an essential part of the overall growth and development of Kaua‘i Community College. Employees may attend in-service training, professional conferences, workshops, special sessions, or seminars.

The Professional Development coordinator plans activities for specific groups of faculty, staff and for the entire campus. Professional development opportunities and information will be shared via email and campus on-line bulletin from the Professional Development Coordinator.

Faculty and staff may take OCET classes to enhance their professional experience and skills. Use the KCC Fund Request Form and Ed White Form to apply for funding support. Forms are available in Campusdocs>Forms.

The College also appoints representatives to the UH Community Colleges Wo Learning Champions and Community Colleges Leadership Champions (CCLC), to promote leadership development for faculty and staff at all levels. These groups partner with the Professional Development Committee in coordinating campus-wide professional development activities.

Office of the Vice Chancellor for Student Affairs
Committed to providing students and the community with open access to comprehensive programs in a nurturing environment, empowering students to take initiative and responsibility for their educational, professional, and personal development.

Plans, coordinates, and supervises student recruitment, testing, guidance, placement, registration and records. The office is also responsible for student governance, monitoring progress toward graduation and student activities. Important components of this program area include: Admissions and Registration, Academic Career Counseling and Testing, Financial Aid, and Student Activities. Counselors are also assigned to work closely with divisions to further enhance services to our students.

Provides services for students with disabilities.

Office of the Vice Chancellor for Administrative Affairs
Through its functional units (Fiscal & Budget, Human Resources, and Operations & Maintenance) provides support services that promote the effective delivery of education and training services resulting in student learning at Kaua‘i Community College. Supervises and administers budget preparation and control, financial management, facilities management, auxiliary services, and human resources.

Office of the Director of Continuing Education and Training (OCET)
Provides customized training that responds to the professional and personal development needs of businesses and our community’s lifelong learners. Courses are focused to meet
specific industry needs including preparation for state certification examinations. Promotes, implements, and publicizes all non-credit and credit/non-credit instructional programs.

College faculty and staff may also take OCET classes to enhance their professional development.

Serves as Kaua‘i’s cultural and artistic center for performances by visiting artists, campus groups, and community organizations utilizing the 560-seat auditorium at the Performing Arts Center. Oversees the College International Education Program. Obtains and manages federal funding through grants such as Rural Development Project (RDP) and United States Department of Agriculture (USDA) to support initiatives in the Kaua‘i community.

OCET’s schedule of classes maybe obtained in the OCET office and at: http://info.kauai.hawaii.edu/training

For a listing of KCC Performing Arts Center events, go to: http://info.kauai.hawaii.edu/pac/
Campus Communications

• **Kaua‘i Community College website**
  Log onto [www.kauai.hawaii.edu](http://www.kauai.hawaii.edu), Kaua‘i Community College’s website, to obtain detailed information on the College’s programs, administration, admissions procedures, learning & computer resources, students, continuing education, special features, events and activities, and academic calendar. The website provides links to the University system and each campus.

• **Campus Mail**
  Mailboxes for administrators, full-time faculty, and divisions/departments are located in the One Stop Center. Lecturers have files, which are also located in the One Stop Center. Please check your mail regularly.

• **Outgoing Mail**
  Work with your secretary for campus related mail. All personal mail must be mailed off-campus.

• **Electronic Mail (Email)**
  Electronic Mail allows users to communicate with faculty and staff at the College as well as users throughout the University of Hawai‘i system. Establish you UH username at [https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-check-status](https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-check-status). This username serves as your email address as well as your logon/password to other UH resources.

• **Campus Bulletin**
  There is a Campus Bulletin published online and may be found at its link, [http://kccscoop.blogspot.com/](http://kccscoop.blogspot.com/). It contains important information on meetings, events, professional development opportunities, and other campus news. Faculty and staff members who want to have an item included in the Bulletin should submit their announcement (via email) to [kccscoop@hawaii.edu](mailto:kccscoop@hawaii.edu).

• **CampusDocs**
  The College has a comprehensive internal electronic distribution point to access campus data and other key information. To access **CampusDocs** folder go to the CampusDocs directory on your computer desktop.
• **Telephones**
The telephones are connected through a central campus switchboard. Dial “0” to reach the campus operator and “9” to get an outside line. To receive calls, you can give people your direct number (245-8 followed by the three digit extension). Contact Media Services with technical inquiries.

• **Telecommunication Device for the Deaf (TDD)**
TDDs are available in the Office of Student Services and at the public telephone located outside the Library.

• **Emergency – 9-911 or 911**
In case of emergencies, if you are using a campus phone please call 9-911 immediately. If you are using a pay phone dial 911 before calling the Director of Administrative Services at extension 230. See the Emergency Procedures resource guide to learn more about other emergency procedures.

• **Campus FAX Numbers**
FAX numbers for various offices on campus are listed in the telephone directory that is emailed to the entire campus at the beginning of each semester.
Campus Information

- **Campus Bookstore**
  The Bookstore is a branch of the University of Hawai‘i Bookstore. Students, faculty, staff, and the public are welcome. Besides textbooks and classroom-required supplies, the Bookstore carries a variety of other school supplies, soft drinks, snacks & candies, Kaua‘i CCand University of Hawai‘i clothing, and logo souvenir items.

  Textbook orders are due in mid-April (for fall semester) and in early October (for spring semester). See your division secretary for the order worksheets. Instructor’s desk copies are to be requested directly from publishers. Call the Bookstore for publisher toll-free numbers or have your division secretary **obtain** a copy of the list for you.

  The College stresses the need to meet ordering deadlines as delays in shipping to Kaua‘i can compromise coursework and learning. Divisions will be charged for late changes in orders.

- **Registration, Class Lists, Adds, and Drops**
  It is best to work closely with Student Services throughout these processes and also become proficient in the use of the Information and Services Portal (also known as Banner) system obtained from **MyUH Portal** from the College webpage at [www.kauai.hawaii.edu](http://www.kauai.hawaii.edu).

  Students sign up for classes during regular and late registration periods. Students are allowed to register an additional week into open classes with the approval of the instructor. Registration into evening classes that have already met twice would also need the approval of the instructor. Special permission from the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Services is required for enrollment into semester-length courses after two weeks or two evening class meetings. Instructors may request Student Services not to send students after the class maximum is reached or after late registration by notifying the Dean’s secretary.

  Be sure to go through the Banner faculty tutorial on **MyUH Tools**. When adding students above the maximum enrollment, instructors need to remember to check with the Bookstore regarding textbooks.

  Registration, late registration, senior citizen visitor passes, and important dates such as the last day to add classes, last day of erase period, last day for changes, and so forth, are listed in the Kaua‘i Community College website and current printed Schedule of Classes.
Please check your class list and be sure students attending your classes are officially registered. Class lists may be obtained anytime through MyUH Portal. Instructors may refer students with academic/personal/absences problems to appropriate services by using the “Early Alert Referral Form” available in CampusDocs. Faculty will be trained to use the Banner system to obtain class lists, record grades, and record information.

- **Course Outlines, Course Development, and Lesson Planning**
  Check with your division chairperson and the VCAA for the approved course outline, course description and Student Learning Outcomes. Before you begin any curriculum development or major modifications to current courses, work with your division chair and the Dean of Instruction to familiarize yourself with the Curriculum Action Form (CAF). Your division secretary is also a major resource in dealing with the creation of the electronic document. Submit a copy of your course syllabus to the Dean of Instruction at the beginning of each semester. They will be able to guide you through the CAF process if you want to make any changes and/or revisions to the approved course outline. The Kaua‘i Community College Catalog also contains current policies on grading, withdrawals from class, and so forth. Be sure that all course outlines are consistent with these policies.

- **Catalog**
  Please refer to the Kaua‘i Community College Catalog, which is available online at [www.kauai.hawaii.edu](http://www.kauai.hawaii.edu) for general college information on programs, courses, student services, student regulations, and financial aid.

- **Photocopying**
  The College has several photocopying machines located in the One Stop Center and in Media Services. High volume copying is done in Media Services. Division secretaries will photocopy items if they are given sufficient notice, or faculty and staff may do their own photocopying. Media Services will assist faculty and staff in obtaining a code to use the Media Services copiers.

- **Clerical Support Staff Services**
  A secretary is assigned to each division, main offices and units to provide clerical assistance to faculty and staff. They must support multiple faculty and staff, so please be sure to give them ample time to respond to your request.

- **Facilities Support**
  Facilities is open from Monday through Friday, from 6:30 a.m. – 3:00 p.m., contact the Auxiliary Facilities Services Officer at extension 333 (or 364 from 3:00-4:30pm) when encountering problems with facilities or to unlock a classroom or office.

  During the regular duty hours, all security problems should be reported to the Vice Chancellor for Administrative Services or Chancellor.

  During evening hours, 5:00 p.m. – 7:00 p.m., Monday – Thursday, when classes are in session, a member of the campus executive staff will be on duty, call 652-2996.
For emergencies from 7:00 a.m. – midnight., contact security guards on duty at 212-2679. Or call 9-911 when using a campus phone, or 911 when using a public phone. There are also seven Code Blue 911 emergency call boxes located on the exterior of the following buildings: Childcare, Campus Center, Electronics, Fine Arts, LRC, OCET, and the new Nursing portables. Each call box has a visible blue beacon above. Upon pressing the red button, you will be automatically transferred to campus security.

- **Parking**
Vehicles must be parked in designated spaces on campus. Students, faculty, and staff should observe signs that reserve parking spaces for persons with disabilities. During evening hours, vehicles are often illegally parked adjacent to buildings. This may be convenient, but it could easily prevent emergency vehicles from entering campus. Therefore, any vehicle not parked in a designated space may be towed at the owner’s expense.

- **Smoking, Food and Beverages**
We are very fortunate to have an effective and conscientious custodial and maintenance staff. They appreciate everyone’s cooperation in maintaining a safe and clean campus.

In 2003, the UH system implemented a new Tobacco Products policy E10.102 in an effort to improve the working and learning environment of the university, and to protect faculty, staff, students, and visitors from secondhand smoke exposure while on the UH campuses. Smoking is prohibited in the following areas:

- all interior space owned, rented, or leased by the university;
- in building courtyards, breezeways, and terraces on exterior stairways and access amps, and out door patios, terraces, and lanais;
- within 20 feet of buildings entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned;
- within 50 feet of pick-up and drop-off points for campus and public bus transportation;
- within the gates of the university’s outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,
- any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

Consult the full text of the policy for information on advertising, distribution, and sales of tobacco products, at [www.hawaii.edu/smoking policy/policysumm.html](http://www.hawaii.edu/smoking policy/policysumm.html).

Food and beverages should not be brought into any classroom.

- **Recycling**
Employees are encouraged to actively participate in recycling efforts. Boxes and receptacles are available for you to place plastic bottles and cans to be recycled. Look for the recycling collection station in your building. The campus must recycle cardboard boxes. Disassemble them, separate them from other trash and remove staples. The recycling bin for cardboard is located at Facilities Maintenance.
- **Children on Campus**
  To be able to fulfill our student-focused mission the College does not permit children on campus while their parents are on duty except in critical or emergency situations; for example, where child care arrangements have not been successful. This exception should be for short periods of time while child care arrangements are being made. While children are brought to the workplace, it shall be the parents’ responsibility to ensure the safe and appropriate conduct of the child; ensure program operations are not adversely affected; and demonstrate to their supervisors that every effort has been exhausted or is being pursued in attempting to locate child care services or other arrangements. Because of liability, children should at no time be on campus without supervision. To avoid disruption of the learning environment, children should not be running about or causing any other distraction in or around classrooms or department offices. Children should also not be in attendance at official college meetings, classes and activities. Administrators and supervisors may terminate the practice of allowing children in the workplace if conditions become unsafe or if operations are adversely affected.

Employees should not bring children into areas such as laboratories with chemicals or other toxic substances, farms, career and technical shop facilities, or other areas which may be potentially unsafe for children.

- **Campus Child Care**
  Kaua’i Community College’s Early Childhood Development Center provides quality care for children 3-4 years of age. First priority will be given to Kaua’i CC students, faculty, and staff. Contact the Center’s Director at extension 356.

- **Sports and Recreation**
  Faculty and staff may also sign up to take semester courses in weight training, physical fitness, basketball and three levels of tennis. There is also a basketball rim located on the tennis court for use. To obtain hours of operation for the weight room and tennis courts call extension 379.

- **Wellness Center**
  The Wellness Center provides high quality health and wellness care to students, faculty and staff. Services include general health screening, family planning services, sexually transmitted diseases screening, care of common illnesses, immunizations, TB testing, stress reduction and emotional care, energy work, and other health concerns.

  All services are confidential and most are offered without charge. Receive announcements of office hours via the online campus bulletin and college wide mail. Contact the Center at wellness@hawaii.edu or call 245-8307 to make an appointment, or walk-in. In an emergency call 9-911 or 911 or go to the nearest emergency room on the island.

- **Campus Map**
  A campus map appears at the back of the handbook to help you locate various buildings, programs, and services. Maps are also located at locations on the campus grounds and online at www.kauai.hawaii.edu.
The following information on employment policies, procedures, and benefits is intended to give a brief description of employee rights, benefits, and responsibilities. The summary of benefits generally offered to eligible employees mentioned in this section and in the remaining sections does not constitute a legal document or contract. Benefits vary by type of employment appointment and union/collective bargaining agreement and are subject to change.

Faculty members who need additional information should see the Vice Chancellor for Academic Affairs or the Human Resources Office. Administrative Professional Technical (APT) and Civil Service employees can check with their supervisor or the Human Resources Office. The University Office of Human Resources also placed a comprehensive “Summary of Employee Benefits for Faculty & Staff of the University of Hawai‘i,” online at www.hawaii.edu/ohr/benefits/hdbook.pdf.

Campus union representatives are Rick Randolph for BU 07 Faculty; Gregory Enos for BU 08; Sheri Lyn Amimoto and Annie Rellin for BU 03 staff.

- **Equal Employment Opportunity / Affirmative Action (EEO/AA)**

  The University of Hawai‘i recognizes the rights of all persons to work and to advance on the basis of merit, ability, and potential, regardless of his or her race, sex, age, religion, color, national origin ancestry, physical handicap, or marital status. Kaua‘i Community College is committed to providing a professional and positive environment for learning and work. The College is an Equal Opportunity Employer and actively seeks to carry out its Affirmative Action Plan. Any concerns should be directed to the EEO/AA Coordinator. The Coordinator receives and investigates discrimination and sexual harassment complaints.

  Sexual harassment under any circumstances is strictly prohibited by the UH Community College System, consistent with UH Executive Policy E1.203, Sexual Harassment Policy and Procedural Guidelines.

  The Rehabilitation Act of 1973, Section 504, and the Americans Disabilities Act of 1992 prohibit discrimination against individuals with physical and non-physical disabilities in programs or activities receiving federal financial assistance or serving the public. It is important that employees of the College are aware of these laws that provide equal
opportunities for individuals with disabilities. The Faculty and Staff Handbook on Helping Persons with Disabilities is available at the Student Services Office. You may contact the ADA Coordinator for student concerns and the EEO/AA Coordinator for employee/applicant concerns.

- **Ethical Standards**
The University of Hawai‘i Community Colleges established a statement on professional ethics, which is based on the American Association of University Professors Statement of Professional Ethics.

In addition, the State Ethics Commission has guidelines regarding ethical conduct for employees of the State government in the Constitution of the State of Hawai‘i, Article XIV Code of Ethics. Briefly, it states that, “The people of Hawai‘i believe that public officers and employees must exhibit the highest standards of ethical conduct and that these standards come from the personal integrity of each individual in government . . .” Some of the more important areas concern gifts, confidential information, use of position, contracts with government agencies, post-employment, financial disclosure, fair treatment, outside employment, and lobbyist registration and restriction. Detailed information is available online at [www.hawaii.gov](http://www.hawaii.gov).

- **Personnel Records**
The Human Resources Office maintains a complete, accurate, and confidential file on each faculty member, and APT, and classified staff. Official files for civil service and executive employees are maintained at the Office of Human Resources at the University of Hawai‘i system office. Employees, upon request, are allowed to examine their personnel file during normal business hours in the presence of an employer representative. Please notify the Human Resources Office of any change in address, marital status, beneficiary, or dependents.

**Employee Benefits**

- **Holidays**
There are 13 paid holidays a year (14 during an election year). The following holidays are observed: New Year’s Day, Dr. Martin Luther King Day, President’s Day, Prince Jonah Kuhio Kalanianaole Day, Good Friday, Memorial Day, King Kamehameha Day, Independence Day, Admissions Day, Labor Day, Election Day (during election years), Thanksgiving Day, and Christmas Day. You may check with the Human Resources Office for specific dates.

- **Tuition Waivers**
Faculty and staff may be eligible for tuition waivers to take classes based on the Board of Regents Policy, Chapter 6, and Section 6-10. Employees seeking such tuition waivers must register after the normal student registration period and must secure the authorization of their respective supervisors for any adjustments to work schedules. Contact the Human Resources Office for the procedures. Tuition waiver forms can be found at [www.hawaii.edu/ohr/docs/forms/waiver.htm](http://www.hawaii.edu/ohr/docs/forms/waiver.htm).

**Types of Leaves**
9-month and 11-month faculty should review the current University of Hawai‘i Professional Assembly BU 07 contract and the BOR Agreement document for comprehensive information on employee leaves. APT staff should review the current Hawai‘i Government Employee Association (HGEA) BU 08 contract. The University of Hawai‘i web site [www.hawaii.edu](http://www.hawaii.edu) has links to collective bargaining units. Click on (Resources for) Faculty and Staff.

- **Vacation Leave**
  Vacation leaves must always be arranged in advance with supervisors. BU 01 employees use the pdf leave form located in CampusDocs to submit requests. All other eligible employees will use the online leave system beginning September 1, 2010.

  Eligible employees (usually those appointed or employed on a 12-month basis) earn vacation leave at the rate of 14 hours per month for each full month of qualifying service and may accumulate up to a total of 720 hours; vacation hours in excess of 720 are forfeited annually.

  Vacation hours may be accumulated in accordance with applicable collective bargaining agreements and University policies. Part-time employees accrue vacation based on their FTE (full time equivalency).

  Instructional 9-month faculty and 9-month appointees are not eligible to earn vacation leave.

- **Sick Leave**
  Eligible full-time employees, including 11-month instructional faculty, accrue sick leave at the rate of 14 hours or 1-3/4 days per month (21 working days a year) for each full month of qualifying service. Nine-month appointees accrue 126 hours of sick leave annually. 9-month CC faculty members are provided with 18 days (or 144 hours) of sick leave per year.

  There is no limit to the number of hours of sick leave an employee may accumulate. Upon retirement, unused sick leave credits may be used to enhance retirement benefits.

  Sick leave is allowed for medical, dental, optical, and optometry examination appointments.

  You should notify your supervisor as soon as possible on your first day of absence or if impractical, as soon thereafter as circumstances permit. A physician’s medical certificate must accompany a sick leave application when you have been absent for 5 or more consecutive working days.

- **Family Leave**
  Employees may be eligible for unpaid family and medical leave -- 12 weeks under the federal act and 4 weeks under the State act during any 12-month period, which is defined as a calendar year for State employees. Certain paid leaves may be substituted for unpaid leave. Employees may be eligible for any of the following reasons:

  Birth of a child; placement of a child with the employee for adoption foster care; to care for a child, spouse or parent with a serious health condition; if employee suffers from a serious health condition that is affecting his/her job duties.
Certain paid leaves may be substituted for unpaid leave. Check with the Human Resources Office for additional information and eligibility requirements.

Other Leaves
Paid leave is permitted for bereavement, jury duty, active military duty, and victim’s leave. Administrative leave is also granted for parent teacher conference, bone marrow testing and blood donation. Check with the Human Resources Office or review your collective bargaining agreement for additional information.

- **Parent - Teacher Conferences**
State employees with children in kindergarten through high school and in licensed group child care centers, may be granted up to two hours to attend parent-teacher conferences during the regular school year. The number of parent-teacher conferences allowed shall not exceed two conferences per child. Please contact the Human Resources Office to request the form for a parent teacher conference.

- **Medical Insurance**
Detailed information on choice of plans can be found in the EUTF booklet which is provided by the Human Resources Office.

Eligible employees and domestic partners are offered a choice of health insurance plans, including medical, dental, prescription drug, and vision plans, through the Hawai‘i Employer-Union Health Trust Fund (EUTF). The University contribution towards the cost of your health plans is negotiated through the collective bargaining process.

There is no waiting period. Employees and their families are covered immediately upon appointment.

Employees have the option of paying their health premiums on a pre-tax or post-tax basis. Employees who qualify for the State’s Premium Conversion Plan can increase their net pay by having the cost of health insurance premiums deducted before state and federal taxes are withheld.

- **Group Life Insurance**
Currently the State pays the monthly premium for group life insurance coverage. No employee contributions are required. The current coverage ranges from $31,217 to $6,243 depending on age. Check with your employee organization if they also offer group life insurance plans.

- **Workers’ Compensation Benefits**
If an employee incurs a work-related injury or illness, benefits will be available to cover eligible medical expenses and a portion of the employee’s lost wages while unable to work. The employee will also have the option to use any available sick leave or vacation leave to supplement the workers’ compensation benefits to realize full pay. The University maintains a self-insured Workers’ Compensation program.
• **Temporary Disability Benefits**
If an employee suffers a non-work related injury or illness he/she may be eligible to receive benefits which cover a portion of wages while disabled. There is a 7 day waiting period, and all sick leave must be exhausted. The number of weeks of benefits available will depend on eligibility under the State’s Temporary Disability Benefits Plan.

• **Flexible Saving Accounts**
Island Flex, the State’s flexible spending accounts benefit program offers two ways to reduce employees’ income taxes and help pay for uncovered medical and eligible dependent care expenses on a reimbursement. The program offers two types of spending accounts: Health care expenses and Dependent care expenses.

Detailed information may be obtained from the program administrator, Comprehensive Financial Planning, Inc. at 808-596-7006. Neighbor islands may call toll-free 1-877-550-5552.

• **Employees’ Retirement System (ERS)**
You are eligible to become a member of the State of Hawai‘i Employees’ Retirement System (ERS) if you are a full-time, part-time (50% FTE or more), permanent or temporary (more than 3 months) employee of the University. ERS offers defined benefits plans-contributory and non-contributory, and the hybrid plan.

Generally, all eligible employees hired after June 30, 2006 are required to enroll in the hybrid plan.

Generally, all eligible employees hired after June 30, 1984 and before June 30, 2006 are required to join the non-contributory retirement plan. There are no employee contributions. Under this plan, one may retire after 10 years of service and receive full benefits at age 62 or at age 55 with 30 years of service.

Since there are no employee contributions, there is more money available to employees to fund voluntary individual retirement savings plan, such as the 457 or 403(b) plans offered by the University.

Under the Contributory Retirement Plan, the employee contributes 7.8% of their monthly gross salary to the retirement fund. The State also contributes to this fund. After five years of service, one may retire at age 55 and receive full benefits. The retirement benefit is based on the years of service multiplied by 2% of the average of the three highest years of pay (average final compensation).

• **Purchase of Military Service**
Employees may apply military service time to ERS credited service through a purchase option. A member who rendered honorable active military service in the armed forces of the United States can acquire up to four years of membership service credit. The Personnel Office can provide information on eligibility requirements and the request form.
457 Deferred Compensation Plan and 403(b) Tax Sheltered Annuity Plan

Voluntary retirement savings plans are available to assist you in making the most of your current income and to prepare for retirement.

Contributions to 457 and 403(b) plans are made before taxes are withheld, thus enabling the employee to build a retirement nest egg and save on withholding taxes with each paycheck. One supplemental retirement plan offered to public employees is the “Island Savings Plan” (Deferred Compensation Plan), a 457 plan. For more information on the Deferred Compensation Plan, contact ING at 1-888-712-5642, press 2 for the Honolulu office.

Additionally, as an employee of the University, the employee also has the option of participating in the UH 403(b) Tax-Deferred Annuity Plan. To obtain further information on the UH 403(b) Tax-Deferred Annuity Plan, review the authorized Service Providers Listing (http://www.pers.hawaii.edu/tda/tda-index.asp) and contact the provider of your choice. See the Human Resources Office for a summary of the Tax-Deferred Annuity program.
• **Employment Procedures**

Faculty members are appointed by the University of Hawai‘i Board of Regents. Thus, Kaua‘i Community College follows employment rules and procedures set forth by the University’s Office of Human Resources and the Office of the Vice President for Community Colleges. Information regarding University of Hawai‘i’s employment procedures may be obtained from the Vice Chancellor for Academic Affairs or the Human Resources Office.

• **Collective Bargaining**

Faculty members working at least a .50 FTE are eligible to participate in employee organizations and to bargain collectively on wages, hours and other terms of employment. New employees will receive a copy of the collective bargaining contract from the Human Resources Office.

It is the faculty member’s responsibility to read and understand the contract. Questions about the contract may be directed to the Vice Chancellor for Academic Affairs, the Human Resources Office or a representative from the University of Hawai‘i Professional Assembly (UHPA).

• **Faculty Grievance Procedure**

Any grievance or complaint should be informally discussed with the faculty member’s division chairperson. If they are unable to resolve the problem, faculty members may present their grievance or complaint to higher level administrators or a representative from UHPA in accordance with the procedures specified in the collective bargaining agreement.
Additional Employment Policies and Procedures for APT and Civil Service Employees

Administrative, Professional and Technical (APT) employees are appointed by the University of Hawai‘i Board of Regents. Thus, Kaua‘i Community College follows employment rules and procedures set forth by the University’s Office of Human Resources and the Office of the Vice President for Community Colleges. Information regarding University of Hawai‘i’s employment procedures may be obtained from your supervisor or the Human Resources Office.

Civil service employees of the University of Hawai‘i are governed by laws and rules set forth by the Legislature and the Department of Human Resources Development. Information regarding state civil service employment may be obtained from the Human Resources Office.

- **Collective Bargaining**
  APT and civil service employees working at least 20 hours per week are eligible to participate in employee organizations and to bargain collectively on wages, hours and other terms of employment. New employees will receive a copy of the collective bargaining contract from the Human Resources Office.

  Employees are responsible for reading and understanding their contract. Questions about the contract may be directed to the Human Resources Office or a representative from their respective bargaining units, Hawai‘i Government Employees Association (HGEA) or United Public Workers (UPW).

- **Grievance Procedure**
  Any grievance or complaint should be informally discussed with your supervisor. If they are unable to resolve the problem, employees may present their grievance or complaint to higher level administrators in accordance with the procedures specified in the collective bargaining contract.