Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

www.wcc.hawaii.edu
WINDWARD COMMUNITY COLLEGE

Administrative, Personnel

ADMINISTRATIVE TIME OFF TO ATTEND
PARENT-TEACHER CONFERENCE

1. Purpose:

Pursuant to Administrative Directive No. 89-04, Civil Service and Board of Regents employees with children in Kindergarten through grade 12 may be granted administrative time off to attend parent-teacher conferences, provided it does not adversely interfere with the operations of the work unit involved.

2. Applicability:

The Administrative Directive applies to:

a. All salaried employee-parents employed within the executive Branch, including the University of Hawai‘i for its certificated employees and Board of Regents hires. Emergency Hires and hourly paid employees are not eligible.

b. Parent-teacher conferences at private schools as well as public schools.

c. Parent-teacher conferences that are scheduled for each child in kindergarten through grade 12. (Nursery schools are not included.) (In situations where both parents are State employees, both may attend. Parents include guardians who are legally responsible for the child.)

3. Policy:

The following guidelines have been established by the Department of Personnel Services for Civil Service employees:

a. Time off may be granted by department heads for parent-teacher conferences that are scheduled during normal working hours, provided that:

* it is mutually agreed upon by the parent and the teacher, and
* the department head is satisfied that the absence of the employee-parent does not adversely interfere with the operations of the work unit. (This shall be liberally administered to permit employee-parent participation in the education of their children.)

b. Employee-parent shall be placed on "Administrative Leave," not to exceed two (2) hours. Normal travel time should be included in the two hours. Excess time should be charged to vacation or other appropriate leaves of absence.
Policy Guideline No. 2-9

c. An employee-parent will be expected to give ample prior notice to his/her immediate supervisor of the mutually scheduled parent-teacher conference so that arrangements may be made by the supervisor to ensure the continuance of normal operations without incurring additional personnel cost, whenever possible.

d. An employee-parent shall present to the supervisor written documentation to validate attendance at the scheduled meeting.

For UH BOR employees, the University will essentially follow the above guidelines. In addition, for those employees who are required to provide classroom instruction, parent-teacher conferences should not be scheduled during instructional time and administrative time off shall require prior approval by the appropriate chair/dean or provost.

4. Procedures:

a. Employee-parent will request for Administrative Leave by submitting the Parent-Teacher Conference Request Form (Appendix A) and written documentation of the scheduled parent-teacher conference to employee's immediate supervisor for approval. Upon approval by the immediate supervisor, signatory approval is then obtained from the authorized designated representative for WCC (the Director for Administrative Services).

b. Subsequently, employee-parent will take this form to the conference and obtain the signature of the teacher to confirm attendance.

c. Upon completion of the conference, employee-parent will return the form to the Personnel Clerk in the Office of the Director for Administrative Services (Eckerdt 120) who will maintain a record of the number of administrative leaves granted. The Personnel Clerk will provide a quarterly report to the UH/Manoa Personnel Management Office.

d. Employee-parent is not required to submit a leave request card for Administrative Leaves.

e. Emergency hires are not eligible for Administrative Leaves.

4. Effective Date:

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost
PARENT-TEACHER CONFERENCE REQUEST FORM
(Board of Regents)

In accordance with the Governor's Administrative Directive No. 93-02 dated December 30, 1993, I request "Administrative Leave" not to exceed two (2) hours (normal travel time included) to attend the scheduled parent-teacher conference. I understand that any excess time will be charged to vacation or other appropriate leaves of absence.

Employee's Name: ___________________________________________

Position Title: ____________________________________________ Rank/PR: ______

Organization: ____________________________________________ (College/Institute/Department or Section)

FTE: ____% (Hourly paid employees are not eligible for administrative leave)

__________________________________________
Employee’s Signature Date

Recommend/Do Not Recommend:

__________________________________________ Date
Immediate Supervisor’s Signature

Approve/Disapprove:

__________________________________________ Date
Authorized Designated Representative

Date of Parent-Teacher Conference: ________________ Time: ________________

School: ____________________________ Student’s Grade Level: ________________

Employee’s Relationship to Student: ___________________________________________

Confirmation of Attendance:

Teacher’s Name (Please type or print) ____________________________

__________________________________________ Date
Teacher’s Signature

Note: Please attach written documentation of the scheduled parent-teacher conference. Please return the completed form to your designated personnel representative.