

All employees shall be subject to assignment and reassignment by the College President at any time.

Workweek

Nonteaching professional personnel and classified personnel shall work 40 hours per week during a seven-day week.

Modified Duty Program

The College District shall, in strict compliance with the conditions listed below, implement a modified duty program for employees who have been injured either during the course and scope of employment or who have an off-the-job illness or injury that may permit an employee to return to work prior to full recovery by:

1. Modifying the employee's regular assignment so that the physical demands are consistent with the restrictions imposed by the physician; and/or
2. Assigning the employee to alternate duties that are consistent with the physician's recommended restrictions.

Conditions

The modified duty program shall be administered on a case-by-case basis and when all of the following conditions are met:

Need

1. The College District identifies appropriate tasks that can be assigned as modified duty. Modified duty shall be assigned and withdrawn at the discretion of the College District.

Employee Authorization

2. The employee shall authorize his or her physician to release all necessary medical records and assessments to the College District for review and implementation of modified duty.

Physician's Review

3. After a review of the physical demands of the regular duties in the employee's job description and an analysis of the tasks identified for modified duty, the employee's physician shall provide the following:
 - a. A specific list of restrictions on regular duty tasks that the employee can safely perform without significant risk of re-injury.
 - b. A recommendation that the employee participate in the modified duty program with a list of tasks the employee can perform that are consistent with any medical restrictions imposed.
 - c. A report to the College District, at intervals not to exceed 30 days, on the employee's recovery progress including, if possible, the anticipated date of complete recovery.

Secondary Independent Assessment

The College District shall have the option to require that an employee who wishes to return to work under this program undergo an independent assessment regarding the employee's fitness to

return to work. This assessment shall be provided through the College District's Employee Assistance Program or other medical provider contracted by the College District.

Teaching Load

A regular full-time teaching load for fall and spring terms is one of the following:

1. Fifteen semester hours of lecture;
2. Nine lecture and nine lab hours;
3. Eighteen contract hours that combine lecture and lab when lecture hours fall below nine hours; or
4. An equivalent when other combinations exist.

Discretionary changes shall be decided by the appropriate dean with the advice of the department chairperson. If an instructor teaches only the lecture or lab, only the applicable hours shall be calculated in the load. Compensation shall be in accordance with the faculty salary schedule.

Professional assignments, other than classroom instruction, that shall be considered for calculation into the academic workload include the following:

1. Coaching;
2. Instructional labs;
3. Research;
4. Public service;
5. Advising responsibilities;
6. Administrative responsibilities;
7. Coordination of grants;
8. Special events or special committees; and
9. Other activities that meet the mission of the College District.

Additional compensation shall be paid for hours of instruction beyond the usual teaching load. Teaching extension courses shall be coordinated cooperatively among the instructor, the respective division chairperson, and the appropriate instructional dean.

Instructors are expected to maintain scheduled office hours during which they are available to students for consultation. ~~A minimum of 35 clock hours per week shall be scheduled on campus exclusive of overtime instruction. An additional five clock hours shall be scheduled for preparation, research, or activities supporting the College District on or off campus.~~ **Instructors shall schedule a**

minimum of 35 clock hours per week on the physical campus exclusive of overtime instruction. Instructors can elect to follow a modified schedule with a minimum of 28 clock hours per week on the physical campus and an additional seven (7) clock hours per week on the physical or virtual campus exclusive of overtime instruction. Regardless of whether following the traditional 35-hour schedule or the modified 28-hour schedule, an additional five (5) clock hours shall be used for preparation, research, or activities supporting the College District on or off campus.

The physical campus is defined as any Lee College instructional site (i.e. McNair Campus, Liberty Center, ISD partner campuses, and by extension: recruitment events, industry partner meetings, professional conferences, etc.). Additionally, if travel between instructional sites is required, travel time from site to site will also be considered in physical campus time.

Reports

An employee shall prepare and submit reports as requested by his or her immediate supervisor and other College District officials.

**Recognition
Events**

The College District may observe recognition days, weeks, and months by appropriate programs, celebrations, activities, and events (“events”). The College District may select events based on their historical and cultural significance and contribution to a rich student life.

Events shall be open to all employees and students and may, at the College’s discretion, be open to the community, but employees and students shall not be required to participate in any recognition day, week, month, or related programs, celebrations, activities, or events.

Guidelines

The College President or designee shall establish guidelines for selecting events recognized by the College District. These guidelines shall advance the College’s commitment to a rich student life experience and shall consider:

1. Official Designation
2. Connection to the College District’s Educational Mission
3. Appeal to Students
4. Logistics and Expense
5. Inclusivity of Various Groups, Communities, and Populations

Outside of the criteria specified above, the selection and approval of events shall not be based on the topic/content of the event.

**Planning and
Execution**

The College President or designee shall be responsible for the planning and execution of recognition day, week, or month events. The responsible person may delegate responsibility for an event to a committee that includes students and college employees. Service on event committees shall be voluntary and open to all students and employees.

Consistency

Events and activities may vary based on timing and resources, but the College strives to provide recognition and engagement opportunities for all students, employees, and the local community throughout the year. The College is committed to maintaining consistency in its efforts to recognize historical and cultural events.

**Events are Not
Endorsements**

Activities and events are not endorsements of any particular cause or policy.