

Human Resources

AP 7344 ABSENCE NOTIFICATION

Reference:

No specific references

Classified and Confidential employees shall notify their departments of an absence due to illness in accordance with the collective bargaining agreement between the District and the classified employees, Chapter #535, Article XX, B.

Management employees shall notify their departments of an absence due to illness by phoning their immediate supervisor at the earliest feasible moment. If the Department is not open, notification shall be made to the department of Diversity and Human Resources.

Faculty

Moreno Valley and Norco Campuses – For classes beginning prior to 8:00 a.m., Monday through Friday, faculty should notify their department IDS and department chair of their absence by voice mail. The faculty member is then required to call College Safety and Police at (951) 222-8171 and inform that department that they are going to be absent and ask them to post that information on the classroom door. For classes beginning between 8:00 a.m. and 4:00 p.m., the faculty member should call their Department IDS and Department Dean. For classes beginning between 4:00 p.m. and 9:00 p.m., the faculty member should call their campus' evening receptionist (Moreno Valley – 571- 6165, Norco – 372-7018). Whenever possible, the department chair should also be notified.

Riverside Campus – Faculty are to notify their department IDS and department chair prior to 4:30 p.m. After 4:30 p.m., College Safety and Police should be called at (951) 222-8171 and inform them that they are going to be absent and ask them to post that information on the classroom door. A voice mail message should also be left for the Department IDS and/or Department chair. For early morning classes, faculty are requested to call the Communication Services Center, after 6:45 a.m., at extension 8526, asking them to post the absence on the classroom door. Faculty should also leave a voice mail message for the department IDS and/or department chair.

For all absences for weekend classes, faculty are to notify College Safety and Police at (951) 222-8171 and inform them that they are going to be absent and ask them to post that information on the classroom door.

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Administrative Approval: May 18, 2009