

ARTICLE 16
UNIT MEMBER RESPONSIBILITIES

- 16.1 Unit members shall be responsible to be present in the assigned classroom and ready to begin instruction in accordance with the class schedule.
- 16.2 Unit members are responsible to give proper notification of absences as far in advance as possible utilizing processes designated by the site administration.
- 16.3 Unit members shall be responsible for compliance with District and campus policies and procedures, to the extent not inconsistent with this Agreement, and for compliance with provisions of this Agreement.
- 16.4 Unit members shall be responsible for the timely submission of attendance records and grades and compliance with other reasonable administrative requirements as directed.
- 16.5 Unit members shall be responsible for compliance with campus exit/clearance processes, as directed, for the return of equipment, keys, parking passes and library cards and materials and other District property at the conclusion of the assignments.
- 16.6 Unit members shall maintain a current address and telephone number with the Office of Human Resources and shall provide written notice within thirty (30) days of any change.