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.