

STAFF CLASSIFICATION

In an institution the size of HLSCC, categories of staff are identified which allows for staff growth and development between categories, where possible. This structure requires persons to hold certain basic qualifications and/or experience at each level with comparable degrees of training, experience and value across the categories identified. This is necessary to ensure that persons with comparable responsibilities, qualifications, training, and experience are equally compensated as per HLSCC salary structure.

There are five categories of staff at HLSCC. They are as follows:

1. **Clerical/secretarial/administrative:** Includes receptionists, clerk/typists, secretaries and administrative assistants whose responsibility is to assist specific officers in undertaking the clerical, secretarial and administrative tasks within the College.
2. **Financial Administration:** Includes accountants, treasurers, and finance officers whose responsibility is to assist the Office of the Bursar in functions related to budgeting, investing, insurance, primary and secondary accounting functions, stores, receivables and inventory control.
3. **Information Systems:** Includes technicians, data analysts, programmers, and engineers whose responsibility is to assist in the development, management, and operations of the institution's information systems.
4. **Learning Resources:** Staff involved in providing library and learning resource services to all departments, students and other customers.
5. **Maintenance/security/environmental:** All staff involved in, and responsible for, the management and upkeep of the physical facilities and properties of the College.

The categories start at a base of secondary certification rising to an apex of graduate training. Some exceptions may be made, but the same principle of upward mobility linked to level of responsibility should be maintained.

STATEMENT OF GOOD PRINCIPLES AND GOOD PRACTICES

The basic principles of dignity and value commonly advocated by all persons of goodwill are assumed to be integrated into the statement of good principles and good practices at HLSCC. Specifically, the faculty and staff should endeavour to adhere to this code.

RELATION TO THE PROFESSION

1. Maintain a sympathetic interest in the search for meaning and truth, be it in one's own field of general knowledge or not, and, become involved in cooperative as well as original and independent research.
2. Aim toward reaching a high standard of professional competence in one's own field of study or work.
3. Obtain a thorough knowledge of the teaching and working techniques in one's field but be flexible enough to correlate these techniques with needs of students.
4. Utilize all possible avenues of professional growth by such means as participating effectively in professional societies of a general or specific nature, and taking the initiative in attending conventions, conferences or workshops which deal specifically with one's field of study.
5. Maintain sound scholastic standards in course requirements, teaching, work efficiency, examinations and tests, and other criteria of progress and achievement.

RELATION TO COLLEAGUES

1. Give colleagues cooperation and encouragement professionally and refrain from disparaging criticism and from saying or doing anything to weaken their status with administrators, students, and others except in the line of duty and only to those with the right to know.
2. Secure permission and give credit for the use of materials borrowed from colleagues or elsewhere in lectures, publications, or other public presentations.
3. Show regard for colleagues by providing students with special coaching or teaching only after consultation with the lecturer or Department Head.
4. Preserve in strict confidence all committee and faculty/staff discussions and actions that are of a privileged nature.
5. Be alert and cooperative in the detection and reporting to appropriate administrative personnel or committees of all cases of dishonesty among colleagues in academic issues and of other misconduct that is seriously harmful to the objectives and ideals of the department or the institution.
6. Hold in confidence the ideas, needs, weaknesses and failures of colleagues, whether the information has been gathered in the course of routine activities or from personal consultation and not to reveal such facts to others except in the line of duty and only to those with the right to know.

RELATION TO STUDENTS

1. Give due time and attention to the prompt and regular meeting of classes and appointments as an ethical obligation of effective teaching and service, and ensure adequate preparation and the delivery of current subject matter in the most effective manner.
2. Strive for a timely, just and unprejudiced appraisal of all student work in terms of whatever grading system may be commonly accepted throughout the institution, and give students the right to request a review of their work and grades given as allowed by policy
3. Foster a professional relationship with students.
4. Give credit for the use of original student contributions in lectures and publications as well as for borrowed material from other sources, and under no circumstance should students be exploited.
5. Accord students the privilege to express divergent views within the academic setting
6. Refrain from tutoring students from own classes for pay, likewise, those from the classes of colleagues in the same department or another department except under conditions known and approved by the President or his designate.
7. Be alert and cooperative in the detection and reporting to appropriate disciplinary personnel or committees of all cases of student dishonesty in academic issues and of other misconduct that is seriously harmful to the objectives and ideals of the department or institution.
8. Hold in confidence the ideas, needs, weaknesses and failures of students, whether the information has been gathered in the course of routine activities or from personal consultation and not to reveal such facts to others except in the line of duty and only to those with the right to know.

RELATION TO THE INSTITUTION

1. Recognize allegiance to the College by observing the guidelines and policies adopted by the Board, administration and faculty/staff, and by respecting the organizational structure of the College.
2. Be informed as to the principles of rank, classification, promotion, structure, conduct and dismissal adopted by the Board when contracted to serve the College, and, on acceptance of appointment, feel obliged to support these principles.
3. Maintain the right to speak outside of the institution so far as this does not interfere with proper attention of educational duties or so far as it does not unfairly represent the College.

4. Preserve the right of untrammelled investigation in one's own field, or in a field specifically germane to it, assuming no right, however, to take advantage of one's position to introduce into classes the discussion of subjects not pertinent to one's special field.
5. Accept administrative responsibilities as may from time to time be determined by the administration.
6. Avoid, generally and specifically, being the instrument, directly or indirectly, of outside agencies, groups, or individuals for the teaching or promotion of partisan ideas and/or projects either within or outside of the College.
7. Render due respect to the institution by refraining to use the equipment, time, resources or any other instrument of conduct of the institution's business for personal gain or profit.

RELATION TO THE PUBLIC

1. Show a wholesome response to the needs of good causes, supporting them by attitude, effort, and sacrifice.
2. Participate in public affairs, as an obligation of a private citizen to the extent that one can do good for the country and its citizens.
3. Regard as unworthy any hindering discrimination on account of race, religion, economic status, or social antecedents.
4. Maintain a high professional morale: that is, to have respect for and to believe in what the institution is aiming to do and what one is doing as an individual faculty/staff.
5. Have a high sense of loyalty to the ideals of education and the institution.
6. Uphold the ideals of academic freedom as the precious heritage of education and recognize that the principles of academic freedom are not violated by the demands made on a faculty/staff member to do the following.

regulate one's life by and support the universally approved canons of truthfulness, decency, loyalty, and moral integrity

manifest conscientious and scrupulous loyalty to the Territory, its constitution and its ideas of a free citizenry

support by conduct and teaching the standards of HLSCC.

refrain from any activity, which will, because of connections with the College, imperil the reputation of HLSCC or cause its objectives and standards to appear to be compromised.