

This document is a statement of policies, procedures, and information to part-time teachers in the NAU Community Music and Dance Academy (CMDA). It is the responsibility of each teacher to be acquainted with the material contained in this document and to abide by the policies and procedures contained herein.

CONTACT INFORMATION

NAU Community Music and Dance Academy
590 W Riordan Rd., Bldg. 92, room 106 (Box 6041)
Flagstaff, AZ 86011
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academy@nau.edu
nau.edu/music/academy

Office Hours of Operation (room 106): Monday – Thursday, 8:00am – 5:00pm; Friday, 8:00am – 4:00pm

TITLE	NAME	EMAIL	PHONE
Program Coordinator Sr.	Nicola Sarn	Nicola.Sarn@nau.edu	928-523-1865
Office Assistant	Kylie Ahern	academy@nau.edu	928-523-1889
Dance Coordinator	Andrew Needhammer	andrew.needhammer@nau.edu	928-523-6507
Suzuki Coordinator	Dr. Karin Hallberg	karin.hallberg@nau.edu	928-523-8065
Suzuki Assistant Coordinator	Kylie Ahern	kylie.ahern27@gmail.com	405-880-2727
Voice Coordinator	Dr. Jose Ricardo Pereira	jose.pereira@nau.edu	928-523-4760
Piano Coordinator	Dr. Michelle Wachter	michelle.wachter@nau.edu	928-523-3792
Academy Snow Line	Weather related cancellations/delays		928-523-2333

The Academy maintains a website as part of Northern Arizona University, which is updated regularly. Teachers are encouraged to submit photos and events of interest for the web page.

APPLYING

Individuals interested in teaching in the Academy should submit a completed application, including all requested signatures, to the Academy office. Make sure to complete the final page of the application authorizing your background check. Academy applications are available at nau.edu/music/academy. Feel free to include any supplemental materials such as personal statements, curriculum vitae, or resumes for additional consideration. Three professional references are required. Professional references may include current or past teachers, colleagues, and employers. Completion and submission of an application does not mean that the applicant will automatically be hired. A completed, submitted application simply means that the applicant wishes to be considered for the job position. Ultimate hiring decisions are at the discretion of the Director of the School of Music.

New prospective Academy hires who are already working for the university in another capacity must notify the Program Coordinator Sr. in order to coordinate the correct hiring procedure and hour reporting process.

- a. Security sensitive positions: The majority of positions for the CMDA are considered security sensitive positions because they entail unsupervised contact with minors who are not enrolled with Northern Arizona University. These jobs primarily include private teachers and group class teachers. Because of this status, a background check and fingerprinting must be completed for all selected applicants. These two things **MUST** be completed prior to beginning any type of work. This is for the safety and liability of the students and the employee. Failure to complete these actions prior to beginning job related responsibilities may result in legal consequences.
- b. Non-security sensitive positions: There are a few non-security sensitive positions like rehearsal assistants or substitute musicians. These employees may be working directly with minors but would have additional supervision present in such instances and are thus not considered security sensitive.

BACKGROUND CHECK

All applicants for regular full-time or part-time positions will undergo a background check. All CMDA teachers, including School of Music faculty, must have a fingerprint check before teaching.

Submitted application materials are sent to A-check Global. It is imperative that all information is legible and correct—especially the social security number and birthdate. An extra charge is incurred to the department beyond the cost of the initial background for any missing or incomplete information. If a past employer has since gone out of business, please explain this on the application rather than leaving contact information blank. Be aware that this background check means that there are employees of the agency who will be calling all listed past or present employers for employment verification. You may need to warn any current employers to expect this call so they don't think you are trying to leave for another position if that is not the case. A new background check must be run if there is a gap in employment of six months or more—this includes employees who have not received compensation for six months or more.

The CMDA will pay for the initial fingerprint and background check when a new employee is hired. CMDA employees who are deleted from NAU e-Par due to their own negligence in entering hours into the NAU hourly pay system within a six month period of time and are invited back to teach the following semester will be required to pay for a new fingerprint check and background check.

NEW HIRE PACKET

The new hire packet is now all electronic. New hire packets must be completed prior to beginning work. Since the process has gone electronic, a new packet must be completed if there is a gap of six months or more in employment. The Program Coordinator Sr. initiates a new hire packet. An email notification will be sent to the applicant within a few hours of initiation that prompts the applicant to follow a link in the email to complete all required information for hiring to continue. All pages must be completed. Certain pages may not apply to every applicant (like the direct deposit or military status) but still require some sort of check box or e-initial/date in order to be officially completed. Please make sure to initial and date the final instructions page. This step is easy to miss but will hinder the progress of the hiring process. The new hire packet includes the following pages:

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| ○ Welcome to Northern Arizona University! | ○ W-4 |
| ○ Instructions | ○ Arizona State A-4 Tax Form |
| ○ Personal Information | ○ Direct Deposit (required) |
| ○ E-Signature | ○ Selective Service |
| ○ Mailing Address | ○ Military Service |
| ○ Emergency Contact | ○ Veteran Status |
| ○ Level of Education | ○ EEO Part 1 |
| | ○ EEO Part 2 |

- Disability Status
- I-9* [*see below for specific instructions*]
- Loyalty Oath
- Arizona State Retirement System Disclosure Form (Part One)
- Arizona State Retirement System Disclosure Form (Part Two)
- Conviction Disclosure
- Final Instructions

*Completing the I-9: Employees must provide documentation to verify their identity and authorization to work. Please visit this website for a full list of documents accepted to complete the I-9 form. <https://www.uscis.gov/i-9-central/acceptable-documents>

In order to complete the I-9 portion of the new hire packet, applicants must present either one item from List A or a combination of one item from List B and one item from List C to HR. This verification can be completed with HR directly at any time or when the fingerprinting appointment occurs. All presented identification must be original. There is a social security office in Flagstaff for any applicants that need a card reissued. International students will need to obtain a social security number.

FINGERPRINTING

New employees will be notified by email when the Program Coordinator Sr. initiates the new hire packet. This email will also include instructions as to how to schedule a fingerprinting appointment with Human Resources. To schedule this appointment, please contact the Program Coordinator Sr. with several possible days and times that you are available for the fingerprint appointment. Successful processing of the fingerprinting will be relayed by Human Resources to the Program Coordinator Sr. Unfortunately, fingerprinting cards issued by other state employers (e.g. public school districts) do not count for this process. Fingerprinting must be completed by and through Northern Arizona University.

PREVENTING WORKPLACE HARASSMENT TRAINING

All full-time and part-time employees are required to complete mandatory Preventing Workplace Harassment training. You will find the training online at: <https://nau.edu/human-resources/employee-resources/training/required/>. This must be completed successfully within two weeks of completing the new hire packet. Please contact the Academy Program Coordinator Sr. if you believe you have already successfully completed this training.

NAU CONDUCT, ETHICS, REPORTING, AND TRANSPARENCY (CERT) PROGRAM

All employees of Northern Arizona University must complete the NAU Conduct, Ethics, Reporting, and Transparency (CERT) disclosure within 30 days of being hired at NAU, within 15 days of circumstances changes and thereafter, or at least once annually. You can gain access to CERT program by visiting the webpage (nau.edu/Comptroller/Conflict-of-Interest/Welcome/) and click on the NAU Cert Program link located on the right side bar. CERT Program landing page displays several options: Step 1 – Standards of Expectation and Conduct is required to be reviewed. Step 2 – Employee Conflict of Interest Disclosure is required to be completed. Program Tutorial and CERT Quiz are optional.

CONFIDENTIALITY

No member of the NAU Community Music and Dance Academy shall ever discuss the details of a student's progress with individuals other than teachers, staff, or parents/guardians of the student. It is inappropriate and unprofessional for teachers to discuss students with other Academy families. It is also a breach of the confidential relationship between student and teacher.

GRADUATE ASSISTANTS

Because graduate assistants have agreed to a certain number of hours of work through NAU, permission must be granted by the Graduate College to perform and be compensated for any additional work outside of that agreed upon load. Applicants in this situation must complete a Request for Additional Hours form. Please notify the Program Coordinator Sr. as soon as possible so that he or she can prepare this form. Additionally, this form requires the signatures of the applicant's current assistantship supervisor and the Director of the School of Music. Obtaining these signatures is the responsibility of the graduate assistant. Once these signatures have been obtained, the form needs to be returned to the program coordinator for processing.

TEACHING

When a student registers for private lessons through the Academy, their registration form is sent to the appropriate area coordinator for them to assign a teacher to the student. The area coordinator will contact the assigned teacher, most likely by email, to notify them that they have a student and will provide the student's contact information, duration of lesson, and number of lessons purchase. If there is no area coordinator, which is the case in any non-string or piano instrument, the Office Assistant or Program Coordinator Sr. will send this information to the appropriate teacher by email. It is then the teacher's responsibility to contact the student/family within 72 hours to begin the process of scheduling lessons. It is against NAU policy to provide instruction to anyone on the NAU campus without the student being officially registered with NAU. Additionally, all lessons taught to students registered through the Academy must be taught on campus.

PRACTICE ROOM RESERVATIONS

All CMDA teachers must teach both private and group lessons on NAU property in the Performing and Fine Arts building or the Ponderosa Building. No CMDA private lessons or group lessons may be taught off campus unless authorized the Director of the School of Music. No private or group music and dance non-CMDA lessons or School of Music classes may be taught on campus. Practice rooms are available for private Academy lesson instruction in both the Performing and Fine Arts Building (Bldg. 37/37A) and a few rooms in the Ponderosa Building (Bldg. 92). Because of the limited number of rooms, teachers will likely need to reserve the space in order to guarantee availability at the time of lessons. Room reservation forms are available in room 120 of the Performing and Fine Arts Building as well as the Academy Office. Completed and signed forms can be turned into Jennifer Saunders in the Performing and Fine Arts Building, room 120.

A weekly schedule will be posted on the practice room doors. If you know you will teach at the same time every week, you may send a reservation for the entire semester. Otherwise, you will need to update weekly. Practice room reservations for Academy teachers take priority over individual practice. Please only reserve practice rooms for the duration of the lesson. Reservations may not be made for individual practice. Abuse of the reservation process will result in the loss of privileges.

CLASSROOM RESERVATIONS

Classrooms may be reserved for special Academy programs or rehearsals on a case by case basis. Generally, classroom reservations must be made by the Program Coordinator Sr. Requests should be explained in detail. NAU classes take priority over Academy events. All efforts will be made to arrange for the requested space based on availability.

FACILITY HOUSEKEEPING

- Eating and drinking is prohibited in classrooms and dance studios.
- Smoking is not permitted on the Northern Arizona University campus, which is officially smoke-free.
- Pets are not allowed in university buildings.
- Please return rooms to the classroom teaching format upon conclusion of any classes. Our goal is to leave rooms cleaner than they were when we arrived. If a room is in disarray when you arrive, please notify the building manager, Jennifer Saunders.
- If you notice a maintenance problem with a space, please notify the building manager, Jennifer Saunders.

SAFETY

Please exercise common sense and precautions and remain constantly alert to your surroundings. By taking some suggested positive actions, you can help minimize the number of opportunities criminals have to commit crimes on our campus. Please be extra vigilant given the high number of minor students on campus and in buildings.

- If you are conducting private lessons with students 18 or younger make sure the parent/guardian accompanies them to drop them off and pick them up.
- Be aware of your surroundings.
- Do not prop exterior doors open—if you see a propped door, close it.
- Never let an unknown person into the building.
- DO NOT confront suspicious individuals or intruders; call the NAU PD and notify building staff.
- Never leave room or office doors unlocked—including windows.

EMPLOYEE EXPECTATIONS

- Be prepared for lessons and/or classes including necessary equipment/materials. You may expect the same from students and parents.
- Be on time for lessons. If a teacher is tardy by more than 10 minutes, it is the choice of the student/parent whether or not to reschedule the lesson. If no rescheduling is requested, the lesson will be forfeited and the teacher will not be compensated.
- Provide one free make-up lesson each semester in the case of cancellation or unexplained absence. Lessons cancelled with less than 24 hours' notice (by either student or teacher) may be considered forfeited and will not be rescheduled. Frequent rescheduling (by either student or teacher) should be reported to the Academy office.
- Maintain the highest level of professionalism at all times when representing the Academy (e.g. lessons, classes, recitals, community engagements, etc.). This includes, but is not limited to, appropriate dress, language, and behavior.
- Dress code: Please do not wear ripped, transparent, or revealing clothing. Shorts and skirts must be longer than mid-thigh when sitting down.
- The Program Coordinator Sr. and/or Area Coordinator reserve the right to observe any lesson or class at his or her discretion.

NON- SOLICITATION/LOYALTY POLICY

Students enrolled in programs at the NAU Community Music and Dance Academy are students of the Academy—not the instructor. To that end, instructors have the responsibility to avoid all potential conflicts with his/her work at the Academy. No Academy student can be accepted by a member of the Academy teachers for private study or for study in another institution or at home with that teacher.

During the period of employment and for a period of 12 months after leaving the employment of the Academy for any reason, including non-renewal by either party, instructors are expected not to solicit, transfer, or teach music instruction to any student enrolled in the CMDA during the period of employment by CMDA (except for a member of the instructor's immediate family) in their private teaching schedule or as an instructor at any other location. Nor shall any instructor leaving the employment of CMDA recommend, suggest, or refer any CMDA student to seek instruction from another teacher or location.

Instructors are asked not to recommend, suggest, or refer any enrolled CMDA student, nor any member of that student's family to seek instruction outside of CMDA without prior discussion with the program coordinator.

COMMUNICATION

It is extremely important to inform the office of any address or phone changes. Most of our correspondence is done via email so please check your email account(s) often.

It is imperative that the lines of communication remain open among the teacher, parent, student, Area Coordinators, and Program Coordinator Sr. If a problem arises with a parent, student, or colleague, the problem should first be brought to the Area Coordinator if one is available. If the problem cannot be resolved at that level or is an issue with the area coordinator themselves, the situation should be brought to the program coordinator for resolution.

Teachers who instruct group classes or ensembles are expected to communicate with their students (or parents) on a weekly basis. This will keep parents informed of upcoming events such as auditions, recitals, special performances, and guest artists. This is also a good way to reinforce good behavior and practice for your students.

Employees must inform their Area Coordinator and the Program Coordinator Sr. when their employment status or work with students changes. This includes changing pay grades due to advancement, having to end giving classes with a student before the paid set is finished, and ending employment at the CMDA for any reason.

REPORTING HOURS

Teachers must report their teaching hours every two weeks. Teachers should fill out their lesson report sheet to include date of lessons taught, parent or student initials, and total hours being submitted (blank lesson records are available on Academy website under "Employment" and "Resources" links). Teachers must submit a copy of the Academy Lesson Records biweekly by the last day of every pay period to the Program Coordinator Sr. via email or in person. (The deadline is most often a Sunday by midnight.) Teachers may take a photo on their phone or scan a copy and email it as a jpg or pdf. Teachers who do not submit lesson record sheets might not have their contracts renewed at the end of the semester. Teachers may keep the sheets and continue reporting on them until they are full. Completed lesson record sheet hard copies should be turned into the Academy mailbox (middle of the bottom row of teacher/staff mailboxes) located in the School of Music main office (room 120). During pay periods that include a holiday, pay period entry dates may change. The Academy office will make every effort to notify teachers via email of the altered timeframe as necessary in advance.

Should teachers complete all purchased lessons prior to the end of the semester, it is their responsibility to check with the Academy office to make sure their student has purchased additional lessons before continuing to teach. If it is not possible to complete the purchased number of lessons in a timely manner, please contact the Academy Office.

Pay period dates can also be found on the NAU Human Resources website and on the Academy website. If for some reason, teachers are unable to submit hours on LOUIE by midnight on Sunday (illness, weather, vacation, etc.), please email hours to the program coordinator for entry. Hours must be entered by the program coordinator by 10am on the Monday of each pay week. Online entry closes at 10am and any errant hours will not be entered until the following pay period.

PAYMENT

The following will not be compensated:

- Attending and hosting student recitals and performances
- Attending meetings called by area coordinators or program coordinator.
- Discussions with parents regarding student issues

Most Academy employees will be placed on an hourly payroll. Pay scale is determined by teaching level (intern, professional, or master) and by year in school for intern level teachers. Intern teachers are music performance or education majors at NAU, professional teachers have received their bachelor of music degree or have equivalent professional experience, and master teachers serve as NAU School of Music faculty members, have obtained their master's or PhD in music, or have equivalent professional experience. Submitted hours will be reviewed and entered by the Program Coordinator Sr. or if unavailable by the Business Manager by 10am on the Monday morning of each pay week. Compensation will be deposited directly into their account. An email from HR will likely notify the recipient during the day(s) prior to deposit. Payment details can also be viewed in each employee's LOUIE account for those on payroll.

Any additional work on top of private teaching will be arranged on an individual basis with the Program Coordinator Sr.

Hourly employees must also submit their time on LOUIE People Soft biweekly. Time submitted on LOUIE People Soft will not be approved without a copy of the Academy Lesson Record being submitted to the Program Coordinator for that same payroll period. Employees who are habitually late when entering their time might not be invited back to teach the following semester.

HOURLY EMPLOYEES: HOW TO ENTER HOURS IN LOUIE

To view detailed instructions visit the LOUIE webpage (nau.edu/louie). Log in using your NAU credentials. If you are not sure of your NAU credentials, you can call ITS at (non-student) 928-523-1511 or (student) 523-9294 to get your set up.