HONOLULU COMMUNITY COLLEGE
CONDITIONS OF EMPLOYMENT FOR LECTURERS

LECTURESHIP APPOINTMENTS

1. **Confirmation of tuberculosis clearance and social security card are mandated by date of hire.**

2. Lectureship and overload appointments are contingent upon administrative approval, sufficient enrollment, adequate funds and departmental staff requirements. Your assignment, therefore, is subject to cancellation or reduction in credits. The appointment is temporary, non-renewable, and not applicable to full-time or permanent employment. Lectureship and overload appointments terminate at the end of each semester.

3. Employment Documents: See the appropriate Dean’s Secretary for your lecturer offer letter. You will be given a packet of employment documents. ALL documents must be completed and submitted before appointments can be processed.

4. By the class start date, the Dean (or the Off-Campus Program Coordinator) will determine whether or not your appointment may be processed. If your valid TB clearance certification, Employment Eligibility Verification (Form I-9), photocopy of your social security card and federal and state tax withholding certificates are available at the respective Dean’s secretary office, your appointment will be processed no later than the class start date. You should receive a paycheck within six (6) to eight (8) weeks of the date your class starts or approximately six (6) to eight (8) weeks after any change is processed, whichever is later. All other required personnel documents must be submitted within two weeks from date of hire to your Dean’s secretary office. In the event that payment is not received by these times, please notify the Dean and Human Resources (or Off-Campus Program Coordinator) immediately.

5. The duty period of your contract will be according to the teaching schedule assigned to you.

6. For on-campus classes: Weekend classes will meet, regardless of Friday/Monday holidays. Exception: Classes do not meet on the Saturday following Spring Recess.

   **For off-campus classes:** All off-campus classes meet on scheduled dates and times except for Federal holidays. State holidays are not observed by the Off-Campus Program.

   You are required to submit a schedule of your class/office hours (on-line form available on the HCC Intranet) to the division secretary by the first day of class.

7. Any reference to pay in this letter does **NOT** apply to non-compensatory assignments. Courses with numbers ending in 99V (special studies or directed studies) and courses offered through the method of credit-by-examination are purely voluntary and are not compensated.

8. Enclosed is a Work Schedule Disclosure Form and personnel forms that must be completed and returned to your Dean’s secretary at the earliest possible date to place you on the payroll. The execution of these forms is not a contractual commitment on the part of Honolulu Community College, but merely expedites payroll processing.

9. Employment is contingent upon satisfying the employment eligibility verification requirement of the Immigration Reform and Control Act (IRCA) of 1986 (see INS I-9 form and complete within 1 business day on date of hire). Even if you have been employed previously, each appointment is considered a new appointment and therefore subject to the provisions of the IRCA of 1986.

10. New employee orientation: An on-campus orientation is held for new employees bi-annually in the Fall and Spring. A notice of the next orientation will be mailed under separate cover.
11. If you do not meet the minimum qualifications for the discipline you teach, you may be recommended on an exception basis. Exceptions are made only if there are no qualified lecturers available and are subject to approval by the Chancellor. Lecturers hired on an exception basis are considered as Acting Lecturers. Qualified lecturers have preference over acting lecturers.

TEACHING OBLIGATIONS

12. COURSE SYLLABI: Prepare course outlines/syllabi based on departmental objectives. They should state the official course descriptions from the College catalog, and include student learning outcomes and assessment methods. Official outlines are on file in Administration. Submit course syllabi to your department faculty liaison and off-campus coordinator. Note: Any changes to the official catalog description require curriculum committee action and administrative approval. For off-campus lecturers: Provide a copy of the class syllabus for each class taught to the Off-Campus Program Coordinator.

13. INFORMATION FOR EMPLOYEES: Can be found on the HCC Intranet at programs.honolulu.hawaii.edu/intranet/ under “Resources” and “Campus Communications”.


15. OFFICE HOURS (On-line form available on the HCC Intranet): For on-campus lecturers: This appointment will require a minimum of one office hour per course per week to be scheduled for individual student advisement in addition to meeting classes assigned to you. Office hours are to be distributed evenly through the course period at times convenient to students. Your teaching will be supervised by the Division Chair in coordination with the Dean. You will be required to fulfill the same course preparation obligations as full-time faculty members. For off-campus lecturers: You will meet the office-hour requirement by making yourself available to students before and after class at the teaching site.

16. The acquisition of desk copies of textbooks and other teaching materials is the responsibility of each lecturer. The Bookstore has desk copy order forms. Off-campus lecturers must pick up their desk copies at the main campus, or have them sent directly to their residence.

17. FINAL GRADES: Final grades need to be submitted electronically via the Banner Student Information System. If the deadline to submit grades is missed, you will need to complete and submit a change of grade form for each student. For off-campus lecturers: You are required to submit an attendance roster for each class along with the final grades.

18. ATTENDANCE: Report any absence to BOTH the Division Chair and the Division Secretary. Arrange for your students to be notified of your absence. Although lecturers do not earn sick leave, TDI (temporary disability insurance) applies under some circumstances. If you become ill, check with the Human Resources Office to determine whether or not you are eligible for TDI. Your pay will be reduced on a prorata basis for any missed classes. Lecturers do not earn vacation or sick leave. For any absence, complete Form 62 available on the HCC Intranet.

19. You are not authorized to cancel or reschedule classes. Discuss any exceptional needs with the Division Chair (or Off-Campus Program Coordinator). The Dean may authorize exceptions to the general rule if warranted. You are also not authorized to arrange for a substitute during any absence. The Dean may authorize and hire a substitute if appropriate.

20. Be aware that it is unlawful to commit the College to any purchase without prior authorization. Penalties apply for purchases that do not comply with the Hawaii Public Procurement Code and UH/HCC purchasing rules.

LECTURER COMPENSATION, PAYROLL, MAIL BOXES, E-ACCOUNT, KEYS, PARKING, COLLECTIVE BARGAINING

21. LECTURER COMPENSATION: Your appointment as a lecturer will be processed for payroll action once approved. Your total remuneration for the semester/term will be adjusted if your assignment and/or step placement is changed.
Day School: Pay will be prorated over the 4-1/2 month period as follows:
    Fall Semester: September 1 through January 15
    Spring Semester: January 16 through May 31

Pay dates for all lecturers fall on the 5th and 20th of the month. Your first pay date is dependent upon receipt of all approved employment documents by the Human Resources Office.

Off-Campus Program: Your pay will be prorated over the term.

Your lecture appointment is good only for semester at a time and is not intended to be a commitment for future appointments.

Your rate is based on your approved step placement. If you are a new lecturer, your salary placement is determined by your Initial Placement Form and documentation with your lecturer application. If your initial placement form has not yet been approved, your appointment will be processed at Step A. If a step placement change is approved during a term, your rate will be adjusted for the following semester. The deadline to submit a Lecturer Step Placement Update Form is March 15 for the Fall semester and October 15 for the Spring semester. The only exception is in the case of a new, returning and continuing lecturers who is given notice of teaching assignments after the March 15 and October 15 deadlines. In these cases, lecturers may submit the step placement form no more than 10 days after the receipt of notice of the teaching assignment.

If your step placement is A or B, complete and submit a Lecturer Step Placement Update Form (available on the HCC Intranet or from your Division Secretary) to the Vice Chancellor of Academic Affairs Secretary for a review of your creditable teaching experience or to request a review for credit for an advanced degree. IMPORTANT: Deadlines for submission are March 15 for Fall semester update and by October 15 for Spring semester update. Step Placement Update Forms submitted after the deadlines will be reviewed for the following semester. If you have already been credited with 25 credits of outside teaching experience, do not submit any additional requests for credit for outside teaching experience. Likewise, if you have already been credited with 25 credits for an advanced degree, do not submit another advanced degree request. Step C lecturers (150 credits) have already achieved the maximum pay rate. Therefore, no updates are required. Credits being taught at the time of application will be counted toward the application filed by the respective step advancement deadline. Credits taught in the Summer will be applied to Spring semester advancement.

To receive credits, all requests must be attached with appropriate documentations [Personnel Notification Forms (PNF), casual, overload forms, official transcripts and/or approved memo by a college/university dean].

<table>
<thead>
<tr>
<th>Calculation of Placement Including Off-Campus Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Placement will include:</td>
</tr>
<tr>
<td>all credits taught in on-campus semesters through the previous Summer, Fall, and Off-Campus summer and fall terms.</td>
</tr>
<tr>
<td>Fall Placement will include:</td>
</tr>
<tr>
<td>all credits taught in on-campus semesters through the Spring and Off-Campus winter and spring terms of the same year.</td>
</tr>
</tbody>
</table>

22. OVERLOAD RATES: If you are a full-time faculty member (C status) whose position in the UH System is not at Honolulu Community College, your compensation for this assignment will be at your contractual overload rate.
23. PAYROLL: Lecturers may assign their net pay to a savings/checking account. Upon termination of employment with the University of Hawaii, all employees must submit a cancellation of their direct deposits. Paychecks will be available for pick-up at the Business Office after 1:00 p.m. and payroll statements can be accessed at https://hawaii.edu/paystub. If you would like your payroll statements mailed to you, please inform the Business Office in writing and include the mailing address.

24. PTS Deferred Compensation Retirement Plan: The State of Hawaii Part-time, Temporary and Seasonal/Casual (PTS) plan for employees who work less than 50% (less than 8 credits in a semester) or have appointment periods less than 89 days regardless of total credits, casual hires and emergency hires was implemented as of July 1, 1997 for employees who are not eligible with the Employees Retirement System. Under this mandatory plan, the PTS plan replaces your contribution to social security tax (Medicare tax contribution is still required). All employees who are enrolled in this plan should be aware that participation would directly affect the maximum amount they are allowed to defer if they are also participating in the UH 403(b) Tax-Deferred Annuity Plan. If you have any questions regarding deferred compensation, contact the Human Resources Office at 845-9144.

25. MAILBOX & COMPUTER ACCOUNT: You will receive college communications through your mailbox (mailboxes are located in Building 6 near the switchboard). You may request a computer account through your Division Secretary. Off-Campus Program lecturers may receive communication through the on-base office or an on-campus mailbox. Contact your Division Secretary if you want an on-campus mailbox.

26. KEYS: To request keys to offices or labs, submit a pink-colored Request for Keys form (on-line form available on the HCC Intranet, to be printed on pink paper) through the Dean or your Division Chair. Allow 3-4 days for key orders to be processed. Lecturers must return keys to Jason Ohta (Business Office) at the end of the duty period for each appointment. The administrator in charge of your program or discipline must approve exceptions. A fine of $10 per key will be assessed for keys not returned by the due date.

27. PARKING: To park on campus during the academic year, you must purchase a parking pass at the Cashier’s counter in the Administration Building before the first day of classes. Parking violations are subject to fines.

28. COLLECTIVE BARGAINING: Lecturers who teach 8 or more credits for a period longer than 89 days in a semester are urged to familiarize themselves with the terms and conditions of the most current Agreement between the University of Hawaii Professional Assembly (UHPA) and the University of Hawaii (see website: UH OHR Home Page, collective bargaining, Unit 07).

29. EMERGENCY INFORMATION: https://www.honolulu.hawaii.edu/node/107

30. The University of Hawai‘i is committed to an educational environment defined by civility and mutual respect. To this end, we strive to maintain a campus climate where sexual harassment and discriminatory harassment are not tolerated. Please complete the following mandatory on-line programs focusing on Title IX, VAWA and “hostile environment harassment” within one month of your start date if you have not yet completed the required training. Refresher trainings should be completed if it has been at least two years since your last date of completion. Print out the completion certificates at the end of each program, and submit it to the HR Office to be kept on file. The link to the programs can be found at: http://www.hawaii.edu/titleix/lawroom/employees

NOTE: Conditions contained herein may be modified by future Board of Regents policies, contractual agreements, or other College policies and procedures. The validity of the remaining portions will not be affected by such modifications.

October 2017
EMERGENCY INFORMATION for New Hires

This handout only highlights key information that was deemed critical at the time this packet was put together. More information and specific details may be found on the HCC Intranet > HCC Policies and Procedures > “Emergency Procedures”. Please feel free to contact the safety liaison who represents your area on our HCC Health & Safety Committee. We also have an Emergency Planning Subcommittee that concentrates on emergency response for our campus. Questions? Contact hcchith@hawaii.edu or 845-9282.

Documentation of an emergency or an incident is important and should be filed immediately with the Vice Chancellor of Administrative Services (keep a copy for yourself). Form-fillable incident report forms that you can type and print out may be accessed on the intranet:
- Illness or Injuries – Complete Form 29; Go to FORMS>PERSONNEL FORMS>ACCIDENTAL INJURY OR ILLNESS FORM
- Incidents – Complete HCC Incident Report Form; Go to FORMS > INCIDENT REPORT

Follow HCC Emergency Posters for General Emergencies

The red and white HCC Emergency Posters such are placed in classrooms and around the campus. These emergency instructions should be followed for escalating disruptive situations or threats of physical violence, in addition to more customary (or usual) emergencies requiring assistance from medical, fire, and police personnel.

EXTREME CRISIS EMERGENCY STEPS
(Physical Threat or Escalating Disruptive Situation)

1. Call or have someone else call 911 immediately.
2. Call Campus Security at 284-1270 or 271-4836. Appropriate campus personnel will be activated.
3. Call Vice Chancellor of Administrative Services at 294-9123.
4. Do not disarm or accept weapon from individual.
5. If violent behavior is occurring – Escape, hide if not already seen, or cover-up.
6. Be courteous. Don’t argue, threaten or touch person or physically force person to leave. Don’t block their exit.
7. Position self so that exit route is readily accessible.
8. If aggressive, ask person to leave. Doesn’t leave? Remove yourself if safe to do so.
10. Notify your Supervisor, Division Chair, and Program Dean ASAP.

For medical or mental health emergencies while awaiting emergency responders:

1. Call Campus Security at 284-1270 or 271-4836. For additional help, weekday business hours call 845-9142 or Vice Chancellor of Administrative Services call 294-9123.
2. Campus Security will notify Nurse & Mental Health Wellness Counselor depending on type of emergency.
3. Have colleague assist in documenting sequence of events such as: time of 911 call, arrival of emergency crew, what was done at the scene, time victim’s emergency contact called & when the contact arrived, status/destination of injured person, belongings released & to whom, etc.
4. Provide privacy & crowd control.
5. Witnesses should remain available to give information to emergency personnel.
6. Complete an HCC Incident Report and/or UH Form 29 and submit to the Vice Chancellor of Administrative Services immediately after the emergency. Keep copy for your records.
7. Contact supervisor, Division Chair or Program Dean & notify of incident.
8. The College personnel most knowledgeable of the situation may consider going to the hospital to provide additional information, assistance and support to hospital personnel or family.
9. Obtain a Police Report Number, if applicable, from the officer-in-charge.
10. Post-incident:
   - Support: The Health Nurse & Mental Health Wellness Counselor are available to assist.
   - Debriefing: Review the incident and response action to identify strengths and weaknesses of the emergency procedures. Document the findings and forward the recommendations to appropriate parties.
**Emergency Evacuation Procedures**

At the beginning of the semester, make sure that students understand and are able to follow the evacuation procedures. Agree on a specific location, within the designated assembly area, to gather.

**At the sound of the building alarm:**

1. Stop all class activities, instruct the students to gather their personal belongings and promptly exit the building using the nearest exit. Make sure that no one is left behind in the classroom. Keep all doors unlocked.
2. Take class roster or sign-in sheet.
3. Direct the students to leave the building using the stairways. Do not use elevators to evacuate buildings. Use alternative exits should there be a crowd. Walk, Don't Run, and Stay to the Right while evacuating.
4. If observing anyone else in the area, advise he/she to evacuate immediately.
5. Upon exiting the facility, guide the students to the designated assembly areas. Conduct a roll call to ensure that all students have left the building.
6. Report any person needing assistance and where they may be to HFD.
7. If a student is missing, report to the floor leader. If none is present, call Security immediately at 284-1270 or 271-4836.
8. Wait for a clear signal from Security or campus official to reenter the building.

**Evacuation of Persons with Mobility Problems (New!)**

The Honolulu Fire Department (HFD) will be alerted to make it a priority to assist in the evacuation of persons in wheelchairs from these designated locations in the following buildings:

For these building, evacuate to the designated fire exit –or-if this is not possible, go to the nearest fire exit:

- Building 7 – Ewa Stairwell – Stay on lanai between 1st & 2nd fire doors to be visible.
- Building 2 – Diamond head stairwell – Get inside fire door & stay clear of evacuation path.
- Building 14 – Go into the nearest stairwell; stay on landing and stay clear of evacuation path.
- Building 5 – Get as far away from the fire or other hazards.
- If unable to get to a designated fire exit in a multi-story building, get inside a fire exit. Stay clear of evacuation path & remain on stairwell landing. Wait for help to arrive.

**Students with disabilities requiring assistance** in case of an emergency should notify Student ACCESS at the beginning of the semester and provide a copy of their class schedule. An individualized emergency plan will be developed and shared with the instructor. It is not required to stay with an individual with a disability in the evacuation emergency stairwell, however, it is required to ensure the emergency personnel is specifically informed of the location of the individual. For questions and assistance, please contact the Student ACCESS office at 844-2392 or 845-9272 voice/text.

At the beginning of the semester, ascertain and review the individualized emergency plan with the student and the steps that follow as applicable to your location.

**Buildings with two or more floors, except Bldg 5:**

1. Assist the person to the nearest fire escape (Preferred designated Bldg 7 is Ewa stairwell; Bldg 2 is Diamond Head stairwell).
2. Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the person.
3. Place the person in a safe area on the landing inside the designated fire escape.
4. Make certain that the person is not obstructing evacuating traffic.
5. Keep the fire door closed.
6. Inform HFD officials of the exact location of the person waiting for assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

**Building 5 & 27:**
1. Assist the person to a location as far away from the hazards as possible. Select an area with a solid door and operable exterior window. If safe and possible, hang a piece of clothing outside the window. At night, use a flashlight to signal HFD officials.
2. Before leaving, assure the person that you will seek help from HFD.
3. Obtain their cellphone # and provide Security's phone numbers 284-1270 or 271-4836 for them to contact or to call 911, if needed.
4. Inform HFD officials of the exact location of the person requiring assistance. Note the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

**One-story Buildings:**
1. Assist the person to the nearest exit and to the designated assembly area.
2. Instructor will conduct a roll call to ensure all students have left the building.
3. After all-clear given by campus official, assist the person, as needed, back to the building after all-clear given by campus official.

**GENERAL CLASSROOM/OFFICE EMERGENCY PROCEDURES**

**Faculty/Supervisor Responsibility** – Be Prepared

1. Become familiar with the campus procedures for various types of emergencies.
2. Announce that accommodations for persons with disabilities should be made officially through Student ACCESS for students and Human Resources for employees for class/employment needs. Include syllabi statements on Disability & Emergencies in your syllabi to communicate our campus plan for safe evacuation of persons in wheelchairs.
3. Brief students and employees on the first day of class/semester on evacuation procedures and routes including alternate routes if the nearest exit is obstructed.
4. Assist student with Designate a “Buddy”/helpers to safely escort each student/employee with a disability who cannot see, hear, or walk in the class.
5. Keep an attendance roster with student’s/co-worker’s cell phone numbers to facilitate accounting for students/co-workers after an evacuation.
6. Discuss exactly where to meet in designated assembly area (i.e. Last row in parking lot 1 near chained driveway or?). Account for all who were present in class.
7. Review above items with students/employees several weeks into the semester to make sure everyone is informed.

**Noteworthy Highlights & Reminders:**
- KNOW WHERE TO FIND the HCC Emergency Action Plan & other related documents online? These may be accessed by clicking on "Emergency Information" on bottom of HCC’s homepage or “HCC Emergency Operations” under Quick Links on the HCC Intranet homepage.
- BE UP ON THE LATEST SCOOP! Be Informed of Campus Closures & Emergencies! Sign-up for the UH Alert System – Faculty, Staff, and Students--Sign-up to receive official Emergency Notification from the official network of the University of Hawai’i (UH Alert System) through https://www.hawaii.edu/alert/index.php. Encourage your students and co-workers to join UH Alert!
- MEDICAL ID CARDS -- The College does not recommend that faculty/supervisors solicit nor store personal medical or disability information on their students or employees and instead, recommend that the following persons consider carrying a medical identification and information card: Go to http://www1.honolulu.gov/esd/ems/medicalidcard.htm to

**Evening Instructors**
- EVENING ESCORT SERVICES -- Announce to your students that Evening Escort Service available! Additional security guards are hired to provide escort services and are located on the Mall between Building 7 & 2 and Building 27 on Mondays thru Thursdays from 7pm to 10pm. Call 271-4836 (Security) to request assistance. For safety reasons, encourage students to purchase on-campus evening parking passes & after evening classes, students should also be encouraged to walk in groups to their vehicles.
- ON-CAMPUS HELP AFTER HOURS -- A Situation Arises & You Need Help After Hours? The Evening/Weekend Duty Administrator Schedule provides Administrator support after normal working hours and on Saturday to take care of problems that arise on campus. Click on the Administration (Night Duty) link under Honolulu CC Information heading link on the resources page: http://honolulu.hawaii.edu/intranet/services/admin.html or going directly to http://programs.honolulu.hawaii.edu/intranet/node/616
DESIGNATED EVACUATION ASSEMBLY AREAS UPDATED!

Updated Changes as of 05/08/12 to Assembly Areas are highlighted below.

Changes have been made based on our past experiences with live & practice evacuations to designated assembly areas on our main campus. We have reviewed and made revisions to our designated evacuation assembly areas for our main campus.

- Periodically during the semester, review procedures and assembly information with your students & staff.
- Remind others to use alternate evacuation routes should primary route be congested to get to assembly site.
- Instructors and Employees should make sure that each classroom and office has a posted evacuation route & assembly area.

**See campus map in back of directory for where these evacuation areas are located.**

<table>
<thead>
<tr>
<th>Building</th>
<th>Building #</th>
<th>Evacuation Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HCC Main Campus -- Noted from Ewa to Diamond Head direction</strong></td>
<td></td>
<td>Note *-pending approval</td>
</tr>
<tr>
<td>Classrooms</td>
<td>71</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Auto Body</td>
<td>3</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Library Classroom</td>
<td>7</td>
<td>Parking Area #1C</td>
</tr>
<tr>
<td>Campus Center</td>
<td>2</td>
<td>Parking Area #1C</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>4</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Science</td>
<td>5</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Hawaiian Center</td>
<td>5</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Kokea Training Center</td>
<td>45A &amp; 45B</td>
<td>*Parking Area #1C, Outside Mauka Fence</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>11</td>
<td>*Grassy area by Parking Area #7</td>
</tr>
<tr>
<td>Sheet Metal/Plastics Shop</td>
<td>17</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Administration</td>
<td>6</td>
<td>Parking Area #4A</td>
</tr>
<tr>
<td>Maintenance</td>
<td>18</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Print Shop</td>
<td>16</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Classroom/Maintenance Storage</td>
<td>8</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>OESM Offices</td>
<td>9</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>CENT</td>
<td>13</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Apprenticeship Shop/Storage</td>
<td>12</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Electricity</td>
<td>24</td>
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<tr>
<td>CENT</td>
<td>20</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>27</td>
<td>Parking Area #4A</td>
</tr>
<tr>
<td>Trade &amp; Industry</td>
<td>14</td>
<td>Parking Area #3 Diamond Head side</td>
</tr>
<tr>
<td>Old Firehouse (Construction Academy)</td>
<td>28</td>
<td>*Kaiulani Elementary School</td>
</tr>
</tbody>
</table>

**Off-campus Locations listed below:**

| Automotive Technology            | 43         | Parking Area #8                                       |
| Diesel Mechanics                 | 44         | Parking Area #8                                       |
| Marine Education Training Center | 50         | Parking Area                                         |
| Airport Training Center          | 52         | Parking Area                                         |
| Pacific Aerospace Training Ctr (Kalaeloa) | 57      | Parking Area                                         |