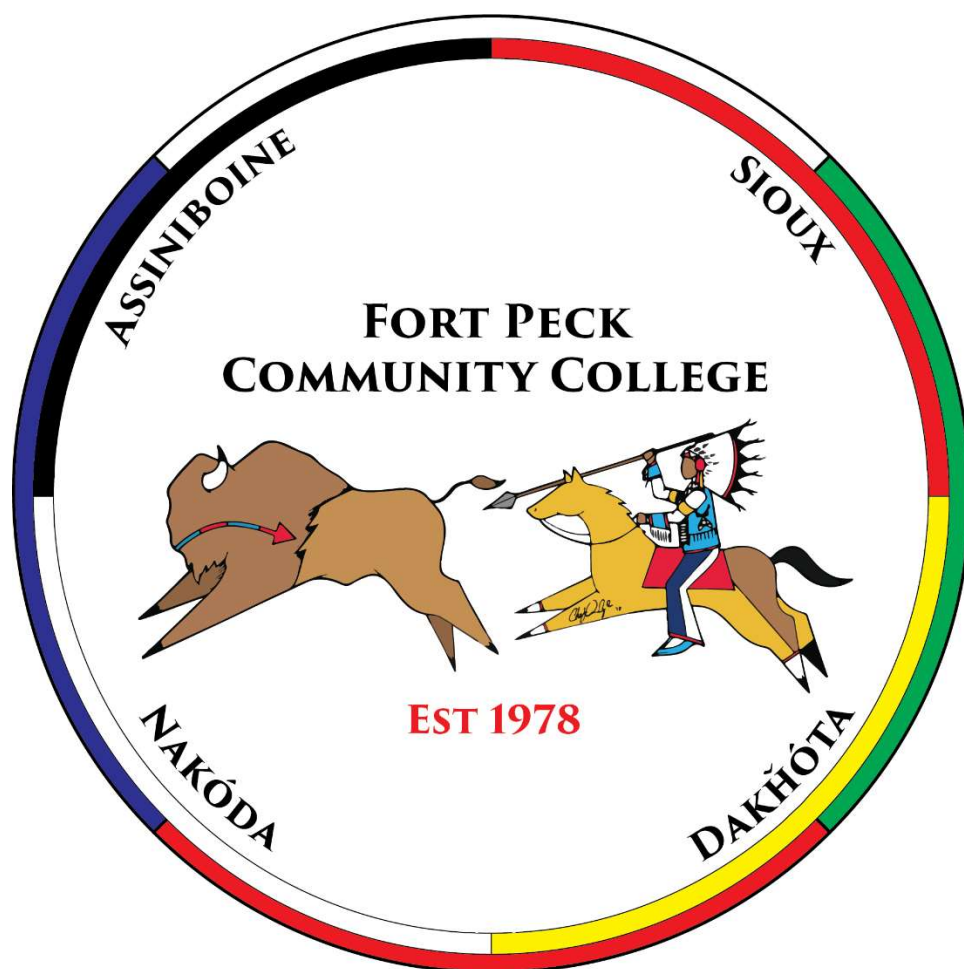


# Continuing Education Units (C.E.U.) Policy

FPCC BOD Reaffirmed August 2021



## **Continuing Education Units (C.E.U.) Policy**

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## Section I - Introduction

This policy utilizes standards representing both Northwest Commission on Colleges and Universities and the International Association for Continuing Education and Training (IACET). The Northwest Commission on Colleges and Universities (NWCCU) is the regional higher education accreditation agency that accredits Fort Peck Community College. IACET is the internationally recognized organization for standards and authorization for continuing education and training. For more information about IACET access their URL at [WWW.IACET.ORG](http://WWW.IACET.ORG).

Continuing education, while always at the forefront of institutional change, is changing within itself at a rapid pace. Programs that seemed evolutionary, even revolutionary, such as distance learning, accelerated degrees, degree completion programs and individualized learning contracts are becoming commonplace. Institutions of all sizes are competing for the adult student market, the fastest growing population in higher education (Kokolus, 2003). The staff and faculty of Fort Peck Community College will explore new frontiers that we believe are possible in continuing education as we fulfill the mission of our institution. CEU.s. Where C.E.U. are included in an institution's educational program, NWCCU expects that careful attention be taken to developing a comprehensive record system that gives appropriate recognition to the individual student and accounts for the institutional effort and resources expended to create such offerings (NWASC-CoCU,1999).

- A Continuing Education Unit (CEU): is a unit of measure for non-credit activities and can be used to record an individual's participation in formal classes, courses and programs as well as in nontraditional modes on non-credit education, including forms of independent, informal and experiential study and learning (NWASC-CoCU, 1999, p.121).
- C.E.U.s are available through FPCC and meet professional development requirements for individuals in careers such as counseling, education, childcare, medicine, agriculture, animal science (i.e. cattle pregnancy testing, artificial insemination, equine dentistry, the Tribal Education Conference, Nakona Hand game, Dakota Moccasin Game, Global Positioning Systems GPS, etc.).
- Relationship between the CEU and college credit: The CEU was developed for learning events, usually of short duration, which are not part of an academic degree program. The CEU cannot be offered for training or education for which college credit is granted. The CEU, however, when included in an individual's portfolio along with work experience, may be evaluated by some colleges and universities who assess prior learning activities (IACET, 2003). It needs to be noted that FPCC does not grant prior learning toward college credit.
- United Earned: For each hour in the class, conference or workshop, a unit of .10 is awarded.
- Fee: Participants who wish to earn CEUs are charged a flat \$10 fee regardless of the number of units offered. No registration fee or application fee will be charged. If a person lacks the financial resources to pay for a CEU, a hardship waiver request can be made to the Vice President of Academics.
- Grading: Pass/Fail
- Requirements for CEU approval: Please submit the following information to FPCC regarding your class, conference or workshop at least two weeks prior to the offering:
  1. Title of class, conference or workshop
  2. City and meeting place
  3. Dates and times indication exact hours of instruction (must be at least one hour in length)
  4. General topic outline or flyer/brochure
  5. Instructor/presenter names and credentials

6. Name, phone number, and mailing address of contact person to whom registration forms should be sent (please indicate how many forms will be needed).
7. Learning Outcomes: The provider has clear and concise written statements of intended learning outcomes (e.g. behavioral or performance objectives) based on identified needs for each continuing education and training event (IACET, 2003).
8. Planning and Instructional Personnel: Qualified personnel are involved in planning and conducting each learning event (IACET, 2003).
9. Content and Instructional Methods: Content and instructional methods are appropriate for the learning outcome of each event.
10. Assessment of Learning Outcomes: Procedures established during event planning are used to assess achievement of the learning.

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## Section II - CEU Calculations

One CEU is awarded for each fifteen (15) contact hours of instruction in specified continuing education program or activity (IACET, 2003). The number of CEUs is determined after the program has been planned and the schedule completed prior to the offering of the program. A decision to award CEU is not made after the program has been offered.

"When calculating the number of CEUs for a course, the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours. Non-instructional time such as breaks, introductions, lunches, and social events are not included. Total contact hours are then divided by 15 to determine the number of CEUs. CEU can be expressed in tenths; that is 17 contact hours equates to 1.7 CEU; a three contact hour program converts to .3 CEU.

CEUs are normally expressed in tenths of a CEU; however, institutions may use hundredths to express one-half hour increments. For example, a program of two and one-half hours may be expressed as .25 CEU. Hundredths may be used to express only one-half hour segments and not any other fraction of an hour. For example, .28 CEU is not acceptable.

When the fractional part of a contact hour is at least 50 minutes (5/6ths of an hour) the fractional portion may be counted as a whole hour. Any segment of an hour less than 30 minutes is not counted. Any segment between 30 and 49 minutes is counted as 30 minutes. When a program consists of a series of sessions, the minutes for all sessions are totaled and then equated to CEU (IACET, 2003).

CEUs are awarded for any program that is at least one hour in length. Sessions within a program, however, may be of any length. Often learning experiences scheduled for relatively short periods of time are not adequately planned to meet the criteria.

Responsibility for the final determination of the number of CEUs to be awarded for a program rests with the designated individual who is responsible for administering the CEU system. The accuracy and consistency with which CEUs are assigned depend upon the understanding and professional competence of that designated individual.

Calculations of contact hours involved in a continuing education experience may include the following elements:

1. In-class time with direct participation between the learner and instructor is converted directly to contact hours.
2. Activities in which there is no instructor present such as supervised independent study. Computer-assisted instruction or project-based assignments may be counted if they meet the criteria. The contact hours are determined after field-testing has shown the average amount of time required to complete the activity.
3. Field experiences, laboratory assignments, and projects may qualify for CEU if they are sufficiently structured to meet the criteria. The number of contact hours is determined after field-testing has shown the average amount of time required to complete the activity.

The following are sample activities, which are not included when calculating the number of contact hours:

1. Time for study, assigned reading, and other related activities outside the classroom or meeting schedule.
2. Meeting time devoted to business or committee activities.
3. Meeting time devoted to announcements, welcoming speeches, or organizational reports.
4. Time allocated to events such as socials, refreshment breaks, luncheons, receptions, and dinners.

NOTE: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating contact hours.

The institution can issue to each individual who qualifies for CEU a record of his or her CEU activities. This cumulative record represents an official verification of one's CEU participation. A permanent record system for learner records is operational (IACET, 2003).

Policies regarding the retention and release of such records are established by the institution in keeping with the institution's policies with other types of students' educational records.

The following specified items of information are to be included on all CEU records and transcripts:

1. Name and address of the institution.
2. Name and social security number (or other numerical identification) of the individual participant.
3. Title of the program or activity (title should be as descriptive as possible).

4. Completion date of the program or activity.
5. Number of CEUs awarded.
6. Report of assessment results or other requirements for satisfactory completion.
7. Pass/Fail grade

### **Section III – What Cannot Be Counted As A CEU**

Types of learning that are:

- unplanned
- unsupervised
- non-sponsored

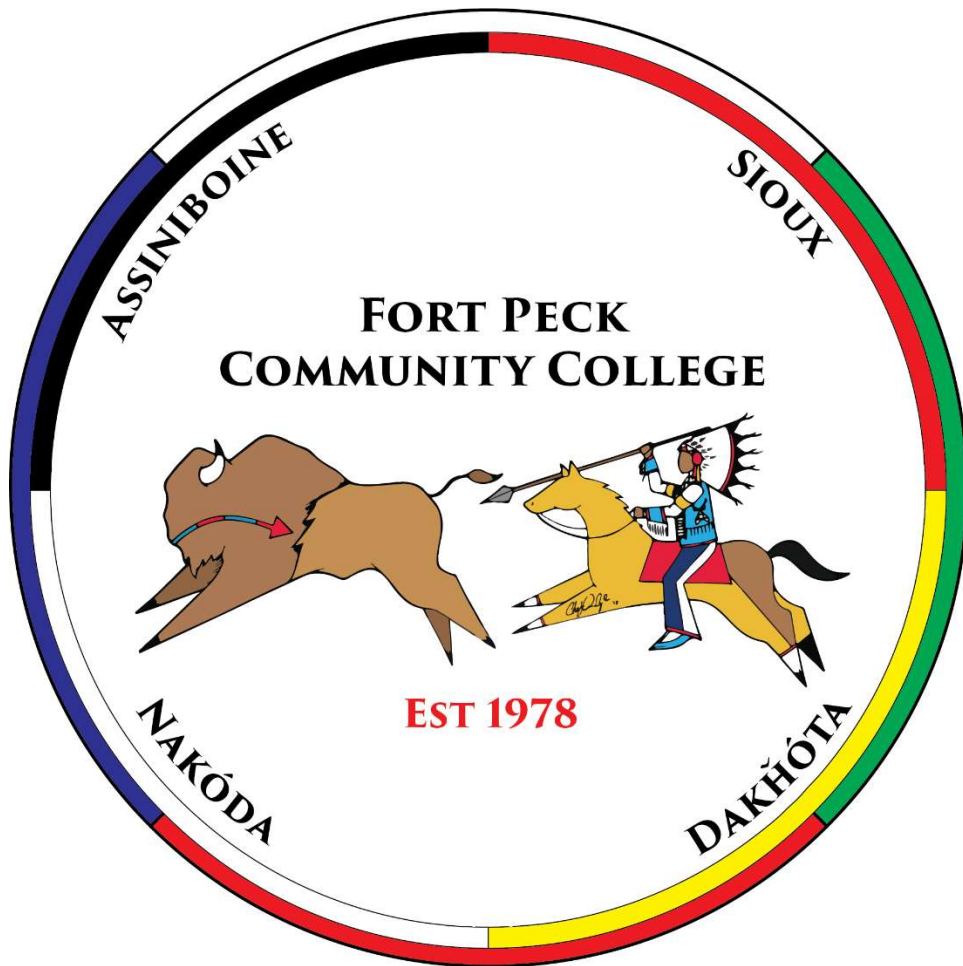
### **Section IV - Reference**

International Association for Continuing Education and Training, [www.IACET.ORG](http://www.IACET.ORG).

Kokulus, John (2003) *Moving the Boundaries in Continuing Higher Education: Mission Impossible?*  
Charlottesville, VA

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**Controlled Substance Testing Policy for Employees**



## **Controlled Substance Testing Policy For Employees**

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## Section I - Policy Statements

The Fort Peck Community College (FPCC) Board of Directors, Administration, Faculty and Staff are dedicated to the goal of providing a drug-free environment on its campus and in all college sanctioned/sponsored activities. In conjunction with all other drug awareness and drug-free workplace policies currently in effect at Fort Peck Community College (FPCC), this Controlled Substance Testing Policy (hereinafter referred to as the “policy”) is hereby established and implemented.

**A. While recognizing that the FPCC employees and other representatives are the college’s most valuable resource in accomplishing its goal of providing a quality education experience for each and every student, the administration also recognizes the problem of controlled substance use, manufacture, distribution and possession within the reservation community. FPCC strongly believes in its officials and employees, and desires to provide drug use combating/rehabilitative assistance for those who want and need such assistance.**

In meeting these goals and desires, this controlled substance testing policy shall be implemented to:

1. Assure that FPCC officials, employees and other representatives are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a college environment free from the adverse effects of controlled substance abuse;
3. Prohibit the unlawful use, manufacture, distribution and possession of controlled substances; and
4. Fully protect each individual’s right to complete confidentiality and total test reliability.

## Section II – Definitions

**The following definitions shall apply throughout this policy:**

### Testing Site

A location designated by the Policy Implementation Committee for testing of urine specimens.

### Collection Site

A place designated by the Policy Implementation Committee where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances.

### Testing & Review Officer

A person designated by the Policy Implementation Committee who instructs and assists individuals at the collection site and who receives and makes an initial examination of the urine specimen. The Testing & Review Officer shall also see to it that all required forms are properly completed and that the urine specimen is properly analyzed and results sent to the appropriate individual.

### Controlled Substance

(sometimes referred to as “Drug(s)-any drug listed in schedule I or II of the “Controlled Substance Act”, but at a minimum includes heroin, marijuana, cocaine, opiates, amphetamines, and phencyclidine. For the purpose of this policy, controlled substance also included alcohol.

#### Full-time Employee

Any person who works full-time at FPCC, including but not limited to the President, Vice President(s), department heads, supervisors, faculty, faculty assistants, administrative staff and maintenance and custodians.

#### Employer

Fort Peck Community College (sometimes referred to as “FPCC” or the “college”).

#### PIC Representative

A staff member chosen by the PIC to represent the committee whose main responsibility is to collect the necessary paperwork and disseminate it to the correct individuals. This individual will maintain complete confidentiality as required by this policy.

#### Reasonable Suspicion

A standard of conduct, similar to the probable cause criminal law standard, in that it is a subjective standard used to validate a warrantless search and seizure and that it considers whether a supervisor acted upon personal knowledge of facts and circumstances which are reasonably trustworthy, and that would justify a person of reasonable caution to believe that such facts and circumstances did or do exist.

### **Section III – Policy Implementation Committee**

#### **A. The FPCC Board of Directors shall establish a “Policy Implementation Committee” (PIC) to be comprised of the following persons:**

1. One (1) person elected by the instructors.
2. One (1) person selected by the administrative staff.
3. One (1) person selected by the Board of Directors.

The length of terms of appointments to the PIC shall be as follows:

1. Instructor –Two (2) Years
2. Administrative Representative –Two (2) Years
3. Board Representative –Two (2) Years
4. Alternate – in the case of the involvement of one of the PIC members, an alternate will be selected by the remaining committee as a replacement
5. Testing & Review Officer – selected by the PIC Committee

#### **B. The duties of the Policy Implementation Committee shall, among other duties necessary to implement this policy, include:**

1. General supervision over the operation of the policy
2. Implementation & review of testing procedures
3. Selecting a collection site and collection site Testing & Review Officer
4. Over-site of test types & purchasing

5. Determination of “reasonable suspicion” in accordance with the guidelines set forth within this policy
6. Review of employee complaints and concerns, including explanations in writing up request from an employee concerning any test result
7. Conducting hearings, safeguarding all due process procedural rights
8. Make employee discipline recommendations in writing to the employee’s immediate supervisor(s)
9. Assure that an individual who has tested positive is afforded an opportunity to discuss the test findings
10. Selecting and approving a drug counseling/rehabilitation program(s) if employee chooses this option.

Any PIC member who is found to have violated any aspect of confidentiality shall, after a hearing by the FPCC Board of Directors on the matter, will be disciplined accordingly by the FPCC President. A breach of confidentiality may cause the offending PIC member to be liable for subsequent civil action in any court of competent jurisdiction.

**C. Testing & Review Officer shall, among other duties:**

1. Review all test results
2. Consistent with confidentiality requirements, refer written determinations regarding all verified test results (including positive results) to the individual (on staff) so named by the PIC as their representative, together with all relevant documentation and a summary of findings.
3. Confirm with the PIC and/or PIC Representative whether an applicant who has been tentatively selected for employment has obtained a verified positive test result; and
4. Coordinate and report to the PIC’s Representative all activities and findings on a regular basis.

**Section IV – Policy Coverage**

This policy shall apply to all full-time/contracted employees of Fort Peck Community College. Under this policy, controlled substance testing shall be performed only under the following circumstances:

1. Pre-employment testing (initial employment);
2. Testing based upon reasonable suspicion; and
3. Post-treatment, follow-up testing.

**Pre-Employment Testing**

1. Goal of Pre-Employment Testing: To screen out applicants who are illegally using controlled substances prior to being hired. This will have a positive effect on reducing instances of controlled substance use by FPCC employees.
2. As a condition of employment within FPCC all full-time/contracted job applicants must pass a urine test prior to employment. For new applicants, the test shall be administered only after the successful completion of the interview process and the applicant has been selected for employment. As part of the application process, each applicant shall be provided with written notice of the pre-employment controlled test, and shall be required to sign a pre-employment controlled substance test consent form. The applicant shall also be provided with written instructions regarding the collection of a urine specimen for drug testing purposes.

3. The actual drug test shall be performed and the specimen analyzed in accordance with the guidelines set forth under Article VI herein.
4. As stated in the “Pre-employment Controlled Substance Test Consent Form” applicants who refuse to participate in the drug testing may be rejected for employment with FPCC.
5. FPCC shall decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to FPCC for a period of six (6) months.
6. FPCC shall decline to extend a final offer of employment to any applicant with a verified “diluted” test result, and such an applicant may be required to re-test prior to an offer of employment

### **Reasonable Suspicion Testing**

1. Goal of Reasonable Suspicion Testing: To respond to documentable facts and circumstances leading to suspicion of controlled substance use, in order to protect the safety of the students and co-workers and provide the suspected employee with an opportunity for rehabilitation regarding a positive test result.
2. Reasonable Suspicion must be based upon facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a supervisor or other employee to reasonably suspect that an employee has violated the FPCC’s anti-drug and /or drug-free workplace policies, or is under the influence of, or is intoxicated by a controlled substance.
3. Although Reasonable Suspicion testing does not require certainty, mere “hunches” are not sufficient to meet the Reasonable Suspicion standard. Factors to be considered in determining Reasonable Suspicion include, but are not limited to the following:
  - i. A well-documented pattern of unsatisfactory work performance in which no apparent non-impairment related reason exists
  - ii. Physical signs and/or symptoms consistent with controlled substance abuse
  - iii. Evidence or suspicion of illegal substance use, possession, sale or delivery while on duty
  - iv. The act of a serious or potentially serious accident that may have been caused by human error, or flagrant violations of established safety, security or any other procedures
  - v. Fighting, assaults or erratic, aggressive or violent behavior
  - vi. Administrative call for random drug test.
4. Reasonable Suspicion Incident Checklist: When an incident has occurred which provides a basis for reasonable suspicion that an employee is under the influence of a controlled substance the employee’s immediate supervisor shall provide detailed documentation of the incident on the Reasonable Suspicion Incident Checklist. All documentation and any other pertinent evidence shall be submitted to the Policy Implementation Committee or their PIC Representative. The Committee shall provide a written determination of the existence or non-existence of reasonable suspicion which shall include a detailed list of all factors supporting the determination.

### **Follow-Up Testing**

1. Goal of Follow-Up Testing – To ensure that an employee who is found to be a substance abuser and is in counseling and rehabilitation for controlled substance abuse and while returning to duty at FPCC is following his or her treatment by refraining from the use of controlled substances.

2. All employees enrolled in a drug program approved by the PIC for the purpose of undergoing counseling and/or rehabilitation for controlled substance abuse, shall be subject to drug testing during the rehabilitation program and/or following completion of the approved drug rehabilitation program, for a period of 2 (two) years.
3. The PIC shall notify an employee of controlled substance testing under this section in accordance with Article V.

## **Section V – Employee Notification and Consent to Testing**

- A. If the PIC determines that testing of an employee is required or necessary under this policy, the Committee shall immediately notify the employee of such decision using the Employee Notification of Controlled Substance Testing Form. The PIC shall also provide the employee with the Instructions to Employees for Collection of Specimen for Testing Purposes.
- B. Upon reaching the collection site the employee shall be given the appropriate consent form. Upon consent, collection of the specimen shall proceed in accordance with the guidelines established in Article VI.
- C. Refusal by the employee to consent to the collection of a urine specimen for testing purposes shall be immediately reported by the Testing & Review Officer to the PIC, PIC Representative or the employee's immediate supervisor. The employee's supervisor shall immediately suspend the employee until a hearing can be held for the purpose of ascertaining the existence of any acceptable reason for the employee's refusal to provide a test specimen. If the PIC does not find an acceptable reason for refusing to provide a test specimen, the employee may be terminated from employment by his/her supervisor. In lieu of termination, other appropriate sanctions may be recommended by the PIC to the employee's supervisor. The final sanction decision will be determined by the employee's immediate supervisor.
- D. Failure to appear for testing without a valid reason will be considered a refusal to participate in the required urine testing processes, and will subject the employee to the range of disciplinary actions/sanctions, including termination, and an applicant to the cancellation of an offer of employment.
- E. If an employee or job applicant is unable to report to the collection site or consent to a test because of an injury, the appropriate personnel shall be informed of this controlled substance testing policy and the requirements of employee testing. A specimen shall then be taken by such medical personnel in the presence of the Testing & Review Officer. Upon collection of the specimen, the Testing & Review Officer shall follow the remaining guidelines and procedures for testing the specimen.

## **Section VI – Guidelines for Performance Testing**

- A. These guidelines shall govern, among other things, the drugs tested for, specimen collection procedures, interim certification procedures, reporting and review of results, protection of employee records and individual access to results. Guideline copies shall be available for review and/or copying on campus.
- B. Any individual subject to controlled substance testing under this policy shall be permitted to provide urine specimens in private and in a rest room or similar enclosure so that the employee is

not observed while providing the sample. Collection site personnel of the same gender as the individual being tested, however, may observe the individual provide the urine specimen when such personnel have reason to believe the individual may alter or substitute the specimen provided.

- C. The PIC shall be responsible for the selection of a collection site and a Testing & Review Officer. The collection site selected shall comply with the list of Collection Site Procedures.
- D. FPCC shall pay all costs related to the testing of any individual done pursuant to this policy.

## **Section VII – Positive Test Results-Consequences**

- A. The PIC shall hold a confidential hearing concerning an applicant or employee whenever their controlled substance urine test shows a positive result as reported to the PIC by the Testing & Review Officer. This hearing shall be attended by all PIC members, the applicant or employee, anyone else the applicant or employee would like to have in attendance, and the employee's supervisor. The purpose of this hearing is to decide the legitimacy of the positive test results and if legitimate, to decide the consequences of a positive test result.
- B. Any applicant who fails the pre-employment controlled substance test may not be hired, unless the applicant provides the PIC with evidence of wellness from a drug treatment specialist. The PIC, after a hearing, shall provide a written recommendation concerning the applicant's employment, including employment after completion of a treatment program, to the applicant's proposed supervisor.
- C. Any employee who fails any controlled substance test performed pursuant to this policy is subject to:
  - 1. Immediate suspension without pay, by the employee's supervisor, until the PIC can hold a hearing on the matter, but in no case shall suspension without pay be for a period not to exceed ten (10) working days; or
  - 2. Termination from employment by the employee's supervisor, or
  - 3. The employee may also be referred to a drug treatment/rehabilitation program, approved by the PIC, for counseling and treatment. The preferred consequences shall be placement of the employee into the approved treatment program. Employees shall be responsible for payment of all treatment/rehabilitation costs which are not covered by health insurance or other benefits.

The PIC, after a hearing, shall provide to the employee's supervisor, a written recommendation concerning any sanctions which may be levied on the employee. The final sanction decision is the responsibility of the employee's immediate supervisor.

## **Section VIII – Confidentiality and Record Keeping**

- A. Individual expectations of privacy and confidentiality shall be upheld at all times throughout the testing and hearing processes authorized by and undertaken pursuant to this policy.

- B. The results of any test performed pursuant to this policy shall not be released to anyone other than the PIC, the individual employee's supervisor, the Testing & Review Officer, without the expressed written permission of the tested individual.
- C. All documentation concerning testing and test results of any individual pursuant to this policy shall be kept strictly confidential. In order to secure the confidentiality of the documentation concerning testing and test results while assuring that such documentation is available for review by authorized individuals, the PIC shall be responsible for the following record keeping requirements:
  - 1. Documentation of the "reasonable suspicion" testing processes-including the "Controlled Substance Testing Notice" and "Consent to Testing" forms, as well as the "Reasonable Suspicion Incident Checklist" and the "Reasonable Suspicion Employee Observation Checklist forms
  - 2. Documentation of the pre-employment testing processes-including all notices and pre-employment drug testing consent forms
  - 3. Documentation of the post-treatment testing processes-including all applicable forms
  - 4. Records of the collection process to indicate specimen identification, accountability and chain of custody-including any urine specimen custody and control forms
  - 5. Records of test results provided by the Testing & Review Officer
  - 6. Records/notices of positive test results referred by the Testing & Review Officer
  - 7. Any written documentation provided by the Testing & Review Officer
  - 8. Any written documentation provided by the employee or applicant tested
  - 9. Any written determinations made by the PIC concerning any employee or applicant
  - 10. Any other records, reports, documents or materials involved in the testing process

### **Section IX – Testing Policy to Be Published**

This Controlled Substance Testing Policy shall be made available to all FPCC employees, and notice of procedure to acquire copies shall be posted in all FPCC facilities.

### **Section X – Controlled Substance Testing Policy Forms**

- 1. Pre-Employment Testing Form
- 2. Notice to Employee of Controlled Substance Test
- 3. Employee Consent to Controlled Substance Follow-Up Testing
- 4. Employee Consent to Controlled Substance Testing Based Upon Reasonable Suspicion

5. Collection Site Procedures List for Urine Specimens
6. Instructions to Employees for Collection of Specimen for Controlled Substance Testing Purposes
7. Reasonable Suspicion Incident Checklist Confidential
8. Reasonable Suspicion Employee Observation Confidential



**FORT PECK COMMUNITY COLLEGE**

**Certification**

*I acknowledge that I have received, read and understand the Controlled Substance Testing Policy adopted by the Fort Peck Community College Board of Directors. I am aware that I may attend any employee awareness briefing regarding the implementation of this policy given by the Administrative of FPCC. As a condition of my employment, I agree to abide by the provisions of this all drug-related policies adopted and implemented by Fort Peck Community College.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date/Time

