

# **WELCOME!**

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**SEPTEMBER 14 AND 15, 2010**  
**HR FORUM**

**PRESENTED BY THE**  
**OFFICE OF HUMAN RESOURCE SERVICES**



# Today's Agenda

- HRS User Group Meeting Update
- e-PAF Project Update
- 403B/457 Educational Planning Workshops
- Fall SEMS/NIMS Schedule – New Class IS-800 B (Training on National Response Training)
- Upcoming CalSTRS regulations - penalty and interest regulation information
- Compensatory Time
- Annual Administrative Performance Evaluations
- Management Session



# Human Resource Services User Group

- The HRS User Group will meet regularly to provide comments to HR managers on specific HR processes and forms
- HR managers will address concerns and issues and use input to refine procedures, processes, and forms
- Initial meeting of the HRS User Group held on September 2, 2010
- Monthly meetings will be held on the first Thursday of each month
- Initial actions items include review of select forms, including the Personnel Action Form



# e-PAF Project Update

- A project definition document and preliminary work plan are being drafted for the PAF automation project.
- Process flows, including identification of data fields and Banner forms, are also being prepared.
- Work will be shared with the HRS User Group (comprised of representatives from each College and the District Office) as part of that group's formal engagement in this project
- Focus is Common Matching. This function is available but not used at CLPCCD
- Understanding how this function may apply to each of the various PAF transaction types is a key to defining what PAF transactions will be automated, and in what sequence.



# 403B/457 Educational Planning Workshops

- All CLPCCD employees (except student workers) are eligible to participate in the District's voluntary 403(b) Tax Sheltered Annuity Plan, CalPERS 457 plan, and the newly expanded 457 Deferred Compensation Plan.
- One of the benefits of participating in the Plans is the ability to defer from current taxation.
- Educational sessions will be made available to our employees. Mary Maselli with Zuk Financial Group will conduct the sessions.
- Sessions began on August 19, and additional sessions are being scheduled.



# Fall SEMS/NIMS Schedule

Employees can also meet the training requirements by completing the NIMS courses on-line at [www.fema.gov/emergency/nims/NIMSTrainingCourses](http://www.fema.gov/emergency/nims/NIMSTrainingCourses) (If you complete the online training please send copies of the NIMS certificates to the Human Resource Services Office attention Frank Ramos)

Dates	Times	Location *
Thursday, October, 14, 2010,	8:30 to 12:00	District Office Training Room, Combined Class
Wednesday, October, 20, 2010	8:30 to 12:00	Chabot College, Room 2258 Combined Class
Friday, October, 29, 2010	8:30 to 12:00	Las Positas College, Room #3123 Combined Class
Friday, November 19, 2010	8:30 to 12:00	District Office, Training Room, IS 800b ONLY
Wednesday, November 10, 2010	1:30 to 5:00	Las Positas College, Room #3123 Combined Class
Wednesday, November 17, 2010	8:30 to 12:00	Chabot College, Room 2252, Combined Class
Thursday, December 2, 2010	8:30 to 12:00	District Office, Training Room, IS 800b ONLY
Wednesday, December 8, 2010	1:30 to 5:00	Las Positas College, Room #3123 Combined Class
Wednesday, December 15, 2010	8:30 to 12:00	Chabot College, Room 2258 Combined Class



# Upcoming CalSTRS regulations - penalty and interest regulation information

## CalSTRS Penalties and Interest



# Compensatory Time for Classified Staff Members

- Article 11.2.4 - Compensatory time off may be offered as an alternative to paid overtime compensation
- A maximum of forty (40) compensatory hours may be accumulated in a twelve (12) month period
- Compensatory time not taken within twelve (12) months of being earned shall be paid at the overtime rate
- Employee Time Sheet must be submitted to Payroll record accrual



# Administrator Performance Evaluations

- Annual Administrative Performance Evaluations are due by January 10, 2011, for all administrators with contracts ending June 30
- Please visit our website:  
<http://www.clpccd.org/HR/HRGovForms.php>
  - [Administrator Performance Evaluation Timeline/Checklist](#)
  - [Evaluation: Administrator Performance Evaluation System](#)

