

WELCOME!

OCTOBER 12 AND 13, 2010
HR FORUM

PRESENTED BY THE
OFFICE OF HUMAN RESOURCE SERVICES



Today's Agenda

- Human Resource Services – Temporary workflow changes
- HRS User Group Meeting/ E-PAF Update of October 7, 2010
- Update regarding Tracking of Short-Term Hourly Employees
- Administrative Performance Evaluations
- CLPCCD Health and Wellness Program
- The Great California Shake Out: October 21, 2010, 10:21 a.m.
- Upcoming Workshops: October 15, 2010:
 - *Advanced Investigations of Harassment Complaints in Community College Districts*
 - *Human Resources Academy II for Community College Districts*
- Management Session



Human Resource Services Temporary Workflow Changes

Personnel Action	HRS Staff Member	Contact Information
Student Workers Volunteers	Denise Marriott Denise Marriott	Phone:925-485-5236 DMarriott@clpccd.org
Short-Term Hourly Professional Expert	Heidi Taber Heidi Taber	Phone:925-485-5515 HTaber@clpccd.org
Adjunct Faculty Regular Faculty, Classified, and Management Employees	Lydia Penaflor	Phone:925-485-5240 LPenaflor@clpccd.org

Human Resource Services User Group Update

- E-PAF Project Overview
- Short-term Hourly and Professional Expert Re-hires
 - Scenarios
 - Process Analysis
- Membership Comments
- Next Meeting November 4, 2010



Tracking of Short-Term Hourly Employees

- Short-term employees are not a part of the classified service. At Chabot-Las Positas Community College District, short-term employees are employed and paid for less than 150 working days per academic year.
- A short-term employee is “any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.” (Ed Code, § 88003).
- Short-term employees are hired for services that are not recurring and are not a permanent component of a district’s operations.
- Employer must specify the service required to be performed by the employee, pursuant to the definition of “classification” in Education Code section 88001(a), as well as certify the ending date.
- Please provide start date, end date, and maximum hours to be performed.



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](#)
- Multi-rater Feedback Assessment
 - The Multi-rater Feedback Assessment Survey questionnaire pool will consist of a sampling of the following constituent groups, as appropriate:
 - Faculty
 - Classified Staff
 - Administrators
 - Clients—Internal and External
- Should you have questions, please contact Wyman Fong, Director , Human Resource Services, at wfong@clpccd.org, or 925.485.5261



CLPCCD Health and Wellness Program

- Promote employee health and build employee awareness of health and wellbeing program offerings
- Comprehensive Health and Wellness Fair, with biometric screenings to promote wellness and create awareness of potential health risks
- Comprehensive on-line total health assessment offered – with rewards.
- Workshops will be offered (e.g., Healthy Living; 10,000 steps walking program)
- Target date of February 2010



The Great California Shake Out

Thursday, October 21, 10:21 a.m.

- This is a state-wide Earthquake Preparedness Drill with over 6.6 million participants
- You can learn more about The Great California Shake Out at <http://www.shakeout.org/>
- CLPCCD is registered to participate – look for an ALERTU text message
- For additional questions, please contact your Director of Campus Security or Frank Ramos, Manager of Emergency Preparedness and Workplace Safety at 925.485.5512 or framos@clpccd.org



Upcoming Workshops

Friday, October 15, 2010

- Save the date! Please save **Friday, October 15, 2010**, for a workshop presented by Liebert Cassidy Whitmore, as a part of our District's Employment Relations Consortium.
- **Laura Schulkind, Partner** of the Law Offices of Liebert Cassidy Whitmore will be onsite to present this workshop.

Advanced Investigations of Harassment Complaints in Community College Districts (9 a.m. – 12 p.m., District Office, Multipurpose Room)

- **Who Should Attend?**
Vice Presidents, Vice Chancellors, Deans, Directors, and HR Managers.

Human Resources Academy II for Community College Districts (1 – 4 p.m., District Office, Multipurpose Room)

- **Who Should Attend?**
Human Resource Managers, Presidents, Vice Presidents, and Vice Chancellors

