

WELCOME!

HR FORUM

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



Today's Agenda

- Communications
- Health and Wellness
- Board and Payroll Deadlines
- Classification and Compensation Study
- Hiring Requirements and Documents
- Personnel Action Form (PAF)
- PAF Training Sessions
- 403b Regulation Changes
- Workers' Compensation
- Leave Request Notification
- Upcoming - Leave Requests and Reporting Procedures
- Benefits Office Staff Campus Visits
- CalPERS and CalSTRS Campus Visits
- Adjourn to Administrator Discussion Session

Communications

- HR Website
 - Forms (Adobe Software)
 - “Human Resources and You” Informational Documents
 - Links
- HR Newsletter - in process
- HR Forums - monthly
- Training and Special Topic Meetings
- Other Methods?



Health and Wellness

- Communications from Health Providers
- Incentive Programs
 - Healthy Weight Program
 - Health Assessment
- Health and Wellness Fair
- Workplace Safety
- Emergency Preparedness



Board and Payroll Deadlines

- Deadlines - Handouts
- All Required Documents Needed Before Action Placed on Board Agenda
- Future Changes



Employment, Diversity, and Employee Relations

- Classification and Compensation Study
- Hiring Requirements and Documents
- Personnel Action Form (PAF)
- PAF Training Sessions

Employment, Diversity, and Employee Relations

- Classification and Compensation Study
 - Completed:
 - MOU with SEIU 1021
 - Consultant - Johnson and Associates
 - JAQs
 - Interviews with Staff
 - Forthcoming
 - Interviews with Managers – Being Scheduled Now
 - Develop Position Descriptions
 - Staff and Manager Review
 - Compensation Study
- Classification and Compensation Committee

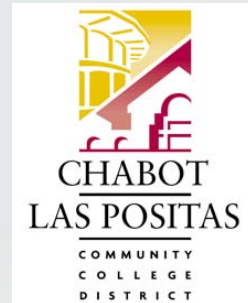


Employment, Diversity, and Employee Relations

- Hiring Requirements and Documents
 - TB Testing
 - Fingerprints
 - Form I-9 Completion
 - Hiring Packet – Will Be On HR Website

Employment, Diversity, and Employee Relations

- Personnel Action Form (PAF)
 - Upcoming Step-By-Step PAF Training
 - PAF Form and Instruction Locations
 - www.clpccd.org/HR/documents/PAFForm.pdf
 - <http://www.clpccd.org/HR/documents/PAFFormInstructions.pdf>



Payroll Services

- 403b Regulations (Envoy)



Payroll Services

- 403b Regulations
 - Must Develop 403b Plan Document
 - Information Sharing Agreement
 - Loan Withdrawal
 - Envoy - Third Party Administrator

Employee Benefits and Workers' Compensation

- Workers' Compensation
- Leave Notification Request
- Upcoming - Leave Requests and Reporting Procedures
- Benefits Office Staff Campus Visits
- CalPERS and CalSTRS Campus Visits



Employee Benefits and Workers' Compensation

- Workers' Compensation
 - Manager Notifies Benefits Office Immediately
 - Manager Completes "Supervisor's Report of Injury/Illness" Form
 - Employee Completes "Employee's Report of Injury/Illness" Form (DWC1)
 - Need Forms?

Employee Benefits and Workers' Compensation

- Leave Notification Request
 - Managers - Notify Benefits Office
 - Benefits Office Will Review For
 - FMLA/CFRA Eligibility
 - Extended Sick Leave
 - Long-Term Disability

Employee Benefits and Workers' Compensation

- Upcoming - Leave Requests and Reporting Procedures



Employee Benefits and Workers' Compensation

- Benefits Office Staff Campus Visits
 - Las Positas College - Tuesday, September 23
 - Chabot College - Wednesday, September 24
- CalPERS and CalSTRS Campus Visits
 - Dates Forthcoming



THANK YOU!

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