

WELCOME!

HR FORUM

JUNE 9, 2009

Presented by the
Office of Human Resource Services



HR FORUM

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- District-wide Classification & Compensation Study
- New Classified Orientation
- Employment Eligibility Verification Form I-9 (Narrative Instructional Power Point)
- Administrator Leave of Absence and Report of Absence
- Hiring of Short-term employees and Professional Experts
- BenefitBridge and Debit Cards for Flexible Accounts
- Emergency Preparedness Adhoc Committee
- SEMS/NIMS Training Plan
- SafeColleges Online Safety Training Program
- Administrator Session



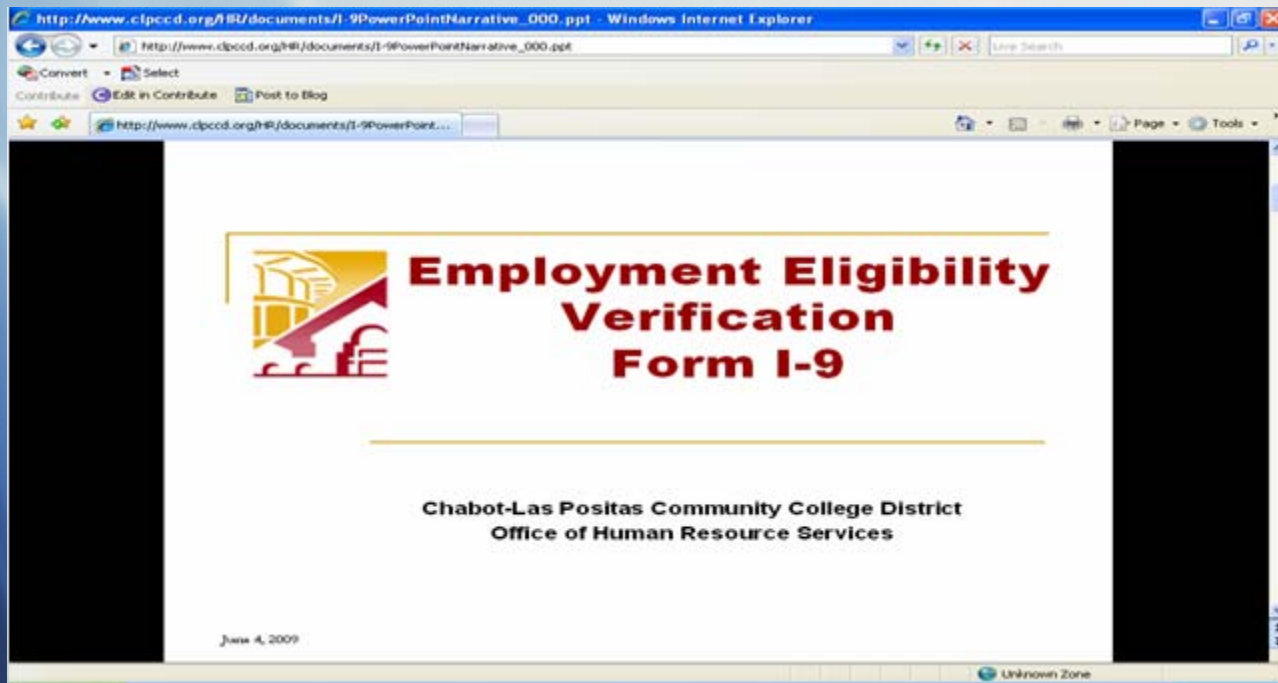
District-wide Classification and Compensation Study

- Update of Process
- Study Committee (Last Meeting May 29; next meeting scheduled for June 16)
- Information for Website



Employment Eligibility Verification Form I-9 (Narrative Instructional Power Point)

www.clpccd.org/HR/HRGovForms.php



Administrator Leave of Absence and Report of Absence

Human Resources - Windows Internet Explorer

http://www.cbccd.org/HR/HRGovForms.php

Human Resources

The Colleges Board of Trustees Newsroom Human Resources Educational Planning Bond Program Business Services Technology Services Facilities Corporate Training

Human Resource Services

Human Resource Services home

View this site in Spanish

Human Resources

Message from Chancellor Joel L. Kinnamon

Forms and Procedures

Board Deadline Dates for HR (2009)

Service Calendar 08/09

Contracts and Salary Schedules

Meet the Staff

HR Forums

Career Opportunities

Forms

The following documents require [Acrobat Reader](#).

We are pleased to provide fillable PDF forms for your use. Please check back for updates as forms are being regularly updated. If you have any questions or suggestions please contact the Office of Human Resource Services at (925) 485-5236 or (925) 485-5238.

NEW - All hiring packets now available (see section H below).

NEW - All application employment forms

NEW - Employment Eligibility Verification Form I-9 (Narrative Instructional Power Point)

A - B

457 Employee Action Form Envoy 403b Enrollment Form <ul style="list-style-type: none">How to read you Earning Statement
Absence: Leave of Absence (LOA) Requests
Absence: Leave of Absence (LOA) Requests for Administrators Guide for Administrators - how to report Leave of Absence Requests and Reporting of Absences

Internet 100%

Hiring of Short-term employees and Professional Experts

(Excerpt from handout)

Substitute Employees

1. A “substitute employee” is “any person employed to replace any classified employee who is temporarily absent from duty.” (Ed Code, § 88003).
2. When a district is in the process of filling a vacancy with a permanent employee, a district governing board may fill this vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, unless a collective bargaining agreement in effect provides for a different time period (Ed Code, § 88003).

Short-Term Employees

- 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.
- They are employed and paid for less than 75 percent of a college year.



Hiring of Short-term employees and Professional Experts

(Excerpt from handout)

Professional Experts

- Professional Experts are employed on a temporary basis for a specific project.
- Professional experts are hired for their specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the governing board pursuant to Ed. Code, § 88001.
- They are hired for a specified period of time or funding amount, which should be clearly stated on the requisition.



BenefitBridge

BenefitBridge > Welcome to BenefitBridge - Windows Internet Explorer

http://www.benefitbridge.com/site/BB/index.jsp;jsessionid=29C5DCCE25E4FF0E1A163C772680DCF7F?company=clpccd

Convert Select
Contribute Edit in Contribute Post to Blog


BenefitBridge > Welcome to BenefitBridge

CHABOT - LAS POSITAS
COMMUNITY COLLEGE DISTRICT

BenefitBridge
Powered By Keenan

Welcome to BenefitBridge

Get the information you need, when you need it with **BenefitBridge**



New Users

[Register](#) online to create a username and password to access your account.

Returning User Login

Username:

Password:

[LOGIN >>](#) [Forgot Username or Password?](#)

By clicking LOGIN you accept the terms and conditions of the Keenan & Associates [Privacy](#) and [Legal Notices](#)

Done Internet 100%



BenefitBridge

- Employees are now able to view their current benefits on-line via Benefitbridge, a web portal for employees.
- A notice regarding this tool was enclosed with open enrollment information mailed to employees. This information is also available on the District's website at www.clpccd.org/HR.



Flexible Spending Account Debit Card

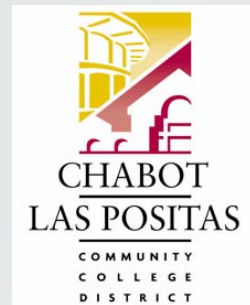
Effective with the 2009-10 Plan Year

- Employees enrolled in the flexible spending account program will be provided a debit card which will allow them to pay for items eligible for reimbursement.
- The debit card may only be used at eligible merchant provider locations as defined by the program and cannot be used at places like restaurants, gas stations, department stores, or ATMs.
- Enrolled employees will still be able to submit claims for expenses they were not able to use the card for or if they choose not to use the debit card.
- Employees will be provided information with their debit card at the beginning of the plan year.
- For additional information, you may go to the district's flexible spending account administrator, Employee Benefits Specialists' website, www.ebsbenefits.com.



SEMS/NIMS Training Schedule

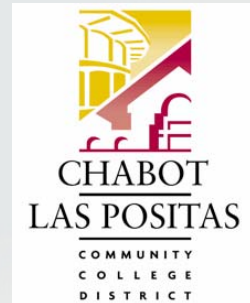
- June 19 – District Office
- July 17 – Las Positas College
- August 28, Chabot College
- September 18 – District Office
- October 16 – Las Positas College
- November 20 – Chabot College



Emergency Preparedness Ad Hoc Committee

The purpose of the Emergency Preparedness Ad Hoc Committee is to:

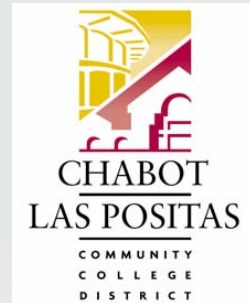
1. Bring the Chabot-Las Positas Community College District to an increased level of readiness in the event of a disaster.
2. To advise the Chancellor on emergency preparedness policies and procedures.



Emergency Preparedness Ad Hoc Committee Membership

Committee membership will be composed of members:

- District Administration
- Campus Administration
- Classified Staff
- Faculty
- Maintenance and Operations
- Safety and Security Department
- Associated Student Body
- DSPS Representatives
- Student Health Centers



SafeColleges

SafeColleges is:

- An online safety training and tracking system.
- A library of courses combined with the SafeColleges Compliance Management System. Courses include:
 - Environmental
 - Transportation
 - Nutrition Services
 - Emergency Management
 - Health
 - School Safety and Behavioral
 - Human Resource



Example of SafeCollege Courses Hazard Communications:

Right to Know

- **Review Course**
Versions Duration: Full
Course 20 min
- This course reviews procedures and labeling practices designed to avoid potentially dangerous hazardous chemical incidents.



THANK YOU!

HR FORUM

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

