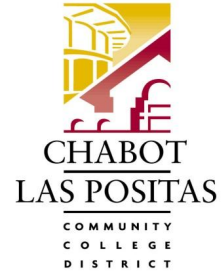




Office of Human Resources
New Faculty Orientation
August 12, 2020

Orientation Overview



- ☐ Welcome and Introductions
 - Faculty Introductions (Name, College, Discipline)
 - Management and Staff Introductions
- ☐ Accessing HR In-Person and Online
- ☐ Tenure Status/Evaluations
- ☐ Salary Placement
- ☐ Payroll
- ☐ Collective Bargaining Agreement
- ☐ Leaves of Absence
- ☐ Health & Welfare Benefits
- ☐ CLPCCD Policies and Procedures
- ☐ Disaster Service Worker
- ☐ Seniority Draw

Office of Human Resources Website



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[Job Descriptions](#)

[Salary Schedules](#)

Welcome



Jennifer Druley
HR Manager

Wynan M. Fong
Vice Chancellor

David A. Betts
Director, Employee & Labor
Relations

The Office of Human Resources is open Monday through Friday from 8:00 a.m. to 5:00 p.m. except for district-approved holidays and is accessible by BART and the city bus system. To better assist you with identifying the appropriate contact in Human Resources, please refer to the [Contact Us](#) page.

Human Resources Mission Statement

The Chabot-Las Positas Community College District's Office of Human Resources is

Contact Us

Email: hr@clpcd.org

Phone: (925) 485-5200

Fax: (925) 485-5254

The Chabot-Las Positas Community College
District is an Equal Opportunity Employer.

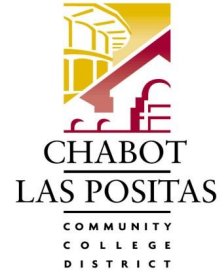
Disaster Service Worker



California Government Code, Section 3100 declares:

“...all public employees are hereby declared to be disaster services workers subject to such disaster activities as may be assigned to them by their superiors or by law”

Tenure Status and Evaluations



□ Contract (Untenured) Faculty Evaluation

◦ Article 14

- 1st year contract
 - One Year Evaluation
 - Spring Semester Hires (1 ½ Year Contract)
- 2nd year contract
 - One Year Evaluation
- 3rd/4th year contract
 - Two-Year Evaluation

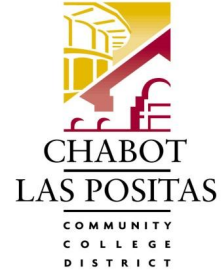
□ Regular (Tenured) Faculty Evaluation

◦ Article 15

- Regular Scheduled Evaluation
- Non-Scheduled Evaluation

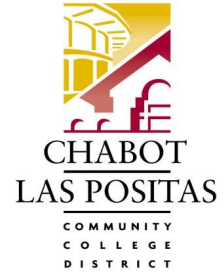
□ Temporary Leave Replacement

Salary Placement



- General Provisions of the Faculty Salary Schedule
 - Article 21C
 - Column Definition (Need Official Transcripts)
- Placement on Salary Schedule for New Contract or Temporary Leave Replacement Faculty
 - Article 21D
 - Initial Placement
 - Step 7 – Highest Step
 - Part Time Experience Credit – Up to four (4) years
 - Placement Challenge Deadline
 - Prior to the completion of the first twelve (12) months of Full-Time Faculty Service in the District. Adjustment retroactive to the date of hire.
 - After twelve (12) months – Adjustment effective the next pay warrant.

Step Increases and Column Changes



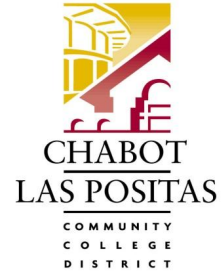
□ Step Advancement

- Article 21E.1 – Contract and Regular Faculty
 - One (1) Step movement annually
 - Fall Semester (July)
 - Spring Semester (January)
- Article 21I.1 – Part-Time/Overload Step Advancement
 - Earned by accumulating 18 CAHs of overload at the current Step
 - Load will carry over from term-to-term until 18 CAHs are achieved
 - Step advancement shall be effective the Academic Term immediately following the Academic Term in which 18 CAH is earned
 - Residual load above 18 CAH shall not carry over to the next Term
 - Maximum of one (1) Step per year

□ Column Change

- Articles 21E.3

Payroll



□ Distribution Procedures

- Per Employee's Request (U.S. Mail or Work Site)
- 1st Check – Paper Check
- Direct Deposit
 - Secured e-mail message for Check Stub

□ Pay Dates

- Last working day of the month
- Posted on HR/Payroll calendar

□ Deferred Pay – Paid Over 12 Months

- May only be changed at the beginning of an academic year (August)
- Forms making a change are due to HR August 10th
- Paid in June and July

□ Retirement Plans

- Defined Benefit

Chabot-Las Positas Faculty Association (CLPFA)



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Collective Bargaining Agreements

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Collective Bargaining Agreements

Classified Contract

New classified contract will go here
Under Construction

[Tentative Agreement](#) (ratified 5/11/2020)

[Side Letter of Agreement](#)

[Classified MOU's](#)

Faculty Contract

[Faculty Contract](#) (7/1/2019 to 6/30/2022)

[Tentative Agreement](#)

[CLPFA Website](#)

[Faculty MOU's](#)

[Previous Contract Agreements](#)

Leaves of Absence

(Article 11)



- Medical Leaves
 - Sick Leave (10 days/AY)
 - Unpaid Leaves (Concurrent)
 - FMLA – Family Medical Leave Act
 - CFRA – California Family Rights Act
 - PDL – Pregnancy Disability Leave
 - Extended Illness*
- Personal Necessity Leave (7 day/AY) *
- Personal Leave (1 day/AY) *
- Sabbatical Leave **
- Other Leaves (Bereavement, Judicial, Industrial Illness, Military, Parental, Leaves of Absence without Pay) *

Health & Welfare Benefits



- Effective 1st day of the month following date of hire
- Medical
 - Kaiser or Anthem Blue Cross
 - Cash in Lieu of Benefits
- Dental
- Vision
- Life Insurance & Supplemental Life Insurance
- Flexible Spending Account
 - Medical Reimbursement
 - Dependent Care

Retirement

- CalSTRS
 - Category
 - Classic – 2% at 60
 - PEPRA – 2% at 62 (hired after 1/1/2013)
 - Formula: Based on Total Service Credit at Retirement, Age at Retirement, and Final Compensation
 - Monthly Contributions
 - You – (10.205% - PEPRA) (10.25% - Classic)
 - District – 16.15%
- CalSTRS Defined Benefit Supplement Account
- CalSTRS Pension2 403(b) and 457(b) Plans
- Voluntary CLPCCD 403(b) and 457 Plans
- Health Reimbursement Account

Workers' Compensation



- Report any unsafe working conditions
- Notify your Dean

<http://districtazure.clpccd.org/hr/workers-compensation.php>

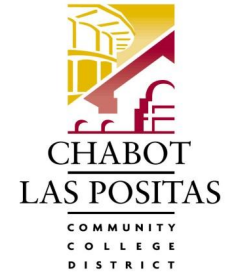
CLPCCD

Policies/Procedures



- Equal Employment Opportunity (BP 3420)
- Harassment (AP 3430)
 - Sexual Harassment
 - Other Harassment (Protected Classifications)
 - Consensual Relationships
- Nondiscrimination (AP 3410)
- Discrimination/Harassment Complaint Procedures (AP 3435)
 - Complaint Form (<http://districtazure.clpccd.org/hr/eo-complaint.php>)
- Reasonable Accommodation
 - Americans with Disabilities Act (ADA)(US)
 - Fair Employment and Housing Act (FEHA) (CA)

Order of Employment (Seniority Draw)



Per California Education Code, Section 87415, CLPCCD is required to assign and post an Order of Employment Number.

A sequential number is assigned to the new faculty member based upon the date paid service as a probationary employee is first rendered.