



New Hire Orientation Classified

**Chabot-Las Positas Community College District
Office of Human Resources
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94588
(925) 485-5236**

<http://districtazure.clpccd.org/hr/index.php>

Overview

- Sick Leave
- Vacation
- Holidays
- Performance Evaluations
- Training
- Payroll
- Health and Welfare Benefits
- Leaves of Absence & Disability
- Employee Safety in the workplace
- Retirement
- CLPCCD Policies

Introductions

- Kaitlyn Lundell
 - Human Resources Analyst
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 - Jennifer Druley
 - Human Resources Manager
 - jdruley@clpccd.org
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Sick Leave

- Article 17.2
- Accrual Rate
 - 12 Month & 1.0 FTE Employee: Accrues 12 days/96 hours annually
 - Less than 12 Month or less than 1.0 FTE Employee: Prorated based on # of months worked and/or FTE
 - Example: 10 Month Employee: 10 days/60 hours annually
 - Front-loaded every July 1st
 - No maximum accrual
- Posting

 - Shows your balance on your check stub as hours

Sick Leave Cont.

- Personal Necessity (Article 17.3)
 - Taken from your sick leave balance
 - Possible Reasons
 - Death in immediate family member
 - Accident or Emergency Illness
 - Illness of a member of his/her immediate family
 - More reasons
 - Maximum number of days per fiscal year: 7 days
- Donations
 - Can donate sick leave to another employee

 - Maximum 2 days/fiscal year
 - Must retain 40 days of sick leave before you can donate to others

Sick Leave Cont.

- Probationary Period
 - ❑ 9 months (SEIU), 12 months (Supervisors & Confidential)
 - ❑ Limited on the number of sick leave days you can take during probation
 - ❑ No more than 48 hours of sick leave allowed during the first 6 months of probation
- Transfer of Sick Leave from another District
 - ❑ Allowed to transfer sick leave earned from another District; subject to certain conditions
 - ❑ <http://districtazure.clpccd.org/hr/files/docs/hiringpkt/RequestforSickLeaveTransfer.pdf>
- ❑ CalPERs Retirement

Vacation

- Vacation (Article 19)

- Not Front-loaded
- Cannot be used until probation is completed.
- Accrual rate
 - 12 Month Employee: 0.83 days/month (10 days annually/80 hours)
 - Less than 12 Month Employee: Prorated based on number of hours worked per month and the number months per school year
 - Must be accrued in order to use it
 - Maximum Number of Vacation Days Accrued: 31 days or 248 hours
 - Will cease to accrue any additional days until the balance is brought below the maximum amount
 - Increases with years of service

- Posting

- Balance will show on your check stub monthly –while in probationary status this

Vacation Cont.

- Vacation (Cont'd)
 - Approvals
 - Absence: Leave of Absence (LOA) Request or Report Form
 - Subject to your Supervisor/Administrator's Approval
 - http://www.clpccd.org/business/documents/AbsenceLOARequest1-14-2020_000.pdf
 - Can be taken an hour at a time
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Vacation Accrual

19.2 Vacation—Earned

19.2.1 Full-Time Employees

Regular employees scheduled to work (40) hours per week, twelve (12) months per fiscal year shall earn vacation according to the following rate:

Years of Service	Annual Days
5 full years or less	10 (.83 working days per month)
Beginning of 6 th year to completion of 8 years	15 (1.25 working days per month)
Beginning of 9 th year to completion of 15 years	20 (1.66 working days per month)
More than 15 years	22 (1.83 working days per month)

Holidays

- Holidays (Article 18)

- Service Calendar

- <http://districtazure.clpccd.org/hr/files/docs/classforms/ServiceCalendar20-21.pdf>

- <http://districtazure.clpccd.org/hr/files/docs/classforms/ServiceCalendar21-22.pdf>

- Floating Holiday

- Front-loaded every July 1st

- 2 days per Fiscal Year (July 1st – June 30th)

- MUST PASS PROBATION FIRST

- Accrued and must be used in the fiscal year that you earned it

- “Use it or lose it!”

Performance Evaluations

- Article 9 of the CBA
- Bargaining Unit
 - 3-, 5-, and 8-month probationary reviews
- Confidential and Supervisory
 - 4-,8-, and 12-month probationary reviews
- Regular status – annual reviews

Performance Evaluations Cont.

- Forms, Schedules & Instructions
 - <http://districtazure.clpccd.org/hr/files/docs/evals/ClassifiedPerfEvalReport.pdf>
 - Should be Satisfactory or higher
 - If there is a “Needs Improvement” or “Unsatisfactory” may not pass the probationary period
- Policies & Procedures
 - Job Description
 - Explains what is expected of you in the position you were hired for
- Setting Goals & Objectives
- Communication is the key!

Training

- College fee reimbursement (Article 15.9)
 - For the Employee only
 - Can take classes at our District, any California Community College, the CSU or UC systems
 - College Reimbursement Application Form
 - Must pass the class and provide proof
 - Not exceed 10 semester units/year
 - Reimburse the unit member at the unit cost of the prevailing CCC fee or up to \$75 per unit
 - Max \$750 per fiscal year
 - First Come, First Serve basis
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- Not guaranteed funding

Training Cont.

- Other in-house workshops, staff development training, or attending other classes, courses, or workshops
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CLIP: Classified Leadership Institute for Professionals

- The intention of CLIP is building the next generation of Classified Professional Leaders
- Programs are focused on providing professional skills, educational knowledge, and personal growth that supports the goals of our educational community.
- Eligible after 1 year of employment
- Support of The Chancellor & Executive Administrators
- Permanent employees can apply directly, or employees can be nominated by someone, for participation in CLIP.



Forms

- Business Services Forms

<http://www.clpccd.org/business/FormTemplate.php>

- Human Resources Forms

<http://districtazure.clpccd.org/hr/forms-and-procedures.php>

Payroll Department

- Kathleen Cramsey
 - Payroll Manager
 - kcramsey@clpccd.org

- Sandy Liu
 - Payroll Technician – Faculty (Full-Time & Part-Time)
 - sliu@clpccd.org

- Vacant – *recruitment underway*

 - Payroll Technician – Classified, Confidential, Supervisory, Student Assistants, Temp-On/Call, Professional Experts

Payroll

- ❑ Timesheets
 - Classified Employees Monthly Time and Service Report Form
 - <http://www.clpccd.org/business/documents/ClassifiedEmployeesMonthlyTimeandServiceReport5-12-2020FILLABLE.pdf>
 - Lag Reporting
 - ❑ Paid for the entire month 1st-30th/31st
 - ❑ Report from the 16th – 15th
- ❑ Pay Days
 - Paid on the last work day of the month
 - December Pay Day (CAUTION!! – No check for the next 5 weeks)

Payroll (cont'd)

- ❑ CLASS-Web Access
 - Can view:
 - ❑ Leave Balances
 - ❑ Benefits and Deductions
 - ❑ Pay Information
 - ❑ Tax Forms
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Class-Web




CLASS-Web

Chabot-Las Positas Community College District

Search

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CLASS-Web User Login [PROD]

 Please enter your 9-digit User Identification Number ("W" ID or your SSN) and your 6-digit **NUMBER** Personal Identification Number (PIN). When finished, click Login. If you have any o

If you have forgotten your PIN, enter your User ID first, then click Forgot PIN?

You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.

When you have finished using CLASS-Web, please Exit and close your browser to protect your privacy.

Fall 2018 Drop for Non-Payment Deadline

- June 13th for students registered between April 17 and May 31.
- July 25th for students registered between June 1 and July 12.

Important: Students **MAY** be dropped from their classes if payment is not received by this deadline date.

User ID: e.g. W87654321

PIN: e.g. 123456

Direct Deposit

- Distribution Procedures

- Direct Deposit

- Pay stub delivered via secure email

- http://www.clpccd.org/business/documents/DirectDeposit-fillable_final.pdf

- To make updates please complete the Direct Deposit Change Form:

- http://www.clpccd.org/business/documents/DirectDepositChangeForm-fillable_000.pdf

Payroll Cont.

□ Pay Options

- Less than 12 month employees only (10 or 11- month)
 - Can Opt for Deferred Pay to be paid over the summer months
 - Forms due August 10th (cannot begin mid-fiscal year)

□ Salary Schedules

- Annual rates based on 12 month employees
- If you are a less than 1.0 FTE
 - Calculation: $XX \text{ FTE} \times \text{Monthly Rate} \times \text{\#of months you work} = \text{Annual}$
 - <http://districtazure.clpccd.org/hr/salary-schedules.php>

All Classified SEIU employees start at Step 1 of your Range

- Step advancement occurs annually
- Maximum Step: Step 5

Introductions

- David Betts
 - Director, Employee and Labor Relations
 - dbetts@clpccd.org
- Ros Tucker
 - Benefits Specialist
 - rtucker@clpccd.org
- Lety Macias
 - Benefits Specialist
 - lmacias@clpccd.org

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
- ~~Health Reimbursement Arrangement~~
- Open Enrollment

Leaves and Disability

- Medical Leaves
 - Sick Leave
 - Unpaid Leaves (Concurrent)
 - FMLA- Family Medical Leave Act
 - CFRA – California Family Rights Act
 - PDL- Pregnancy Disability Leave
 - Extended Sick Leave
- Personal Necessity Leave
- Other Leaves (Bereavement, Jury Duty, Military, Industrial Illness, Unpaid Leave)

Employee Safety

- Report any unsafe working conditions
- Accidents/Workers' Compensation



Retirement

- CalPERS

- Category

- Classic Member (2% at 55)
 - PEPRRA Member (2% at 62)- Hired after 01/01/2013

- Formula: (1) Total Service Credit at Retirement, (2) Age at Retirement, (3) Highest average annual pay (12 or 36 months)

- Monthly Contributions

- You- 7%
 - District- 20.70%

- Voluntary 403b or 457 Account

CLPCCD Policies

- Equal Employment Opportunity
 - Sexual Harassment
 - Nondiscrimination
 - Reasonable Accommodations
 - Probationary Period: CBA Article 9
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Questions???

Thank you for your time and attention.
Have a great rest of your day!

