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# New Hire Orientation Classified

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**Chabot-Las Positas Community College District  
Office of Human Resources  
7600 Dublin Blvd, 3<sup>rd</sup> 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

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# Introductions

- Kaitlyn Lundell
    - Human Resources Analyst
    - [klundell@clpccd.org](mailto:klundell@clpccd.org)
  - Jennifer Druley
    - Human Resources Manager
    - [jdruley@clpccd.org](mailto: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 1<sup>st</sup>
  - No maximum accrual
- Posting

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  - 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

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    - 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

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- Posting

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

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# 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](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:

<b>Years of Service</b>	<b>Annual Days</b>
5 full years or less	10 (.83 working days per month)
Beginning of 6 <sup>th</sup> year to completion of 8 years	15 (1.25 working days per month)
Beginning of 9 <sup>th</sup> 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 1<sup>st</sup>
    - 2 days per Fiscal Year (July 1<sup>st</sup> – June 30<sup>th</sup>)
    - 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
- 
- Not guaranteed funding

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# 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](mailto:kcramsey@clpccd.org)

- Sandy Liu

- Payroll Technician – Faculty (Full-Time & Part-Time)
- [sliu@clpccd.org](mailto: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 1<sup>st</sup>-30<sup>th</sup>/31<sup>st</sup>
    - ❑ Report from the 16<sup>th</sup> – 15<sup>th</sup>
- ❑ Pay Days
  - Paid on the last work day of the month
  - December Pay Day (CAUTION!! – No check for the next 5 weeks)

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# Payroll (cont'd)

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



# Class-Web




CLASS-Web

Chabot-Las Positas Community College District

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

## 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](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](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 10<sup>th</sup> (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](mailto:dbetts@clpccd.org)
- Ros Tucker
  - Benefits Specialist
  - [rtucker@clpccd.org](mailto:rtucker@clpccd.org)
- Lety Macias
  - Benefits Specialist
  - [lmacias@clpccd.org](mailto: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)

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# 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%

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- Voluntary 403b or 457 Account

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# 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!

