

WELCOME!

HR FORUM

JULY 14, 2009

Presented by the
Office of Human Resource Services



HR FORUM

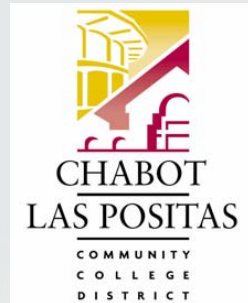
JULY 14, 2009

- Classification and Compensation Study Update
- Board Resolution – Delegation of Approval for Certain Personnel Actions
- Hiring of Short-term Employees and Professional Experts
- NIMS-SEMS Training
- Supplemental Employee Retirement Plan (SERP)
- Session with Management



CLPCCD Classification and Compensation Update

- All draft job descriptions and response forms have been mailed
- Draft job descriptions will be on the CLPCCD INFO website week of July 13, 2009
- Employees to return form to **immediate supervisor no later than Friday, July 24, 2009**
- **Immediate Supervisor:** Complete and forward form to appropriate manager by **Friday, July 31, 2009**
- **Management:** Complete and return form to Human Resources by **Friday, August 7, 2009.**



Resolution No. 09-0809

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 09-0809

RESOLUTION TO DELEGATE PERSONNEL ACTIONS TO DESIGNEE

WHEREAS, Education Code section 70902, subdivision (d) permits a governing board of a community college district to, by majority vote, adopt a rule delegating any statutory power vested in the governing board, other than those expressly made nondelegable by statute, to a district's chief executive officer or any other employee or committee.

WHEREAS, Education Code section 70902, subdivision (d) requires that any delegation of board power contain limits on such delegation.

WHEREAS, in order to aid in the efficient execution of various personnel matters by the Office of Human Resource Services, the Board finds it necessary to delegate its statutory powers over certain personnel actions to the Chancellor; Vice Chancellor, Human Resource Services and Organizational Development; and/or their designee.

WHEREAS, the Office of Human Resource Services enforces strict compliance with California Education Code, Title V, Board Policies and Procedures, and other legal provisions. Further, the Office of Human Resource Services confirms and documents all applicable conditions of employment to meet or exceed legal standards.

BE IT RESOLVED by the Board of Trustees of the Chabot-Las Positas Community College District that, pursuant to Education Code section 70902, hereby adopts a rule delegating the powers listed in Attachment "A" to the Chancellor; Vice Chancellor, Human Resource Services and Organizational Development; and any designee, with the limits contained therein.

BE IT FURTHER RESOLVED, that to promote transparency and maintain scrutiny of personnel actions, the Board directs the Vice Chancellor, Human Resource Services and Organizational Development, to provide the Board with informational monthly reports that will be reported in public session for the following actions taken pursuant to this Resolution: professional expert, short-term employee, part-time faculty (adjunct) faculty appointments, and resignations (retirements and separations).

PASSED AND ADOPTED by a roll call vote on the 23rd day of June 2009 by the Governing Board of Chabot-Las Positas Community College District of Alameda County, State of California.



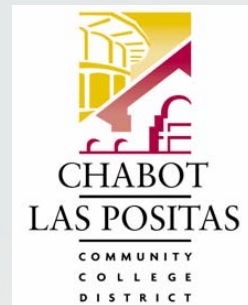
ATTACHMENT “A”
Personnel Actions Delegated by the Board of Trustees

- Appointment of Professional Expert
- Appointment of Short-term Employee
- Appointment of Part-time (Adjunct) Faculty
- Appointment of Student Worker
- Appointment of Classified, Confidential, or Supervisory Substitute
- Appointment of Volunteer
- Appointment to Interim Classified, Confidential, or Supervisory Position
- Change in Full Time Equivalent (FTE) of Classified, Confidential, or Supervisory Employee
- Approval of Overload Schedule for Regular Contract Faculty
- Approval of Faculty Stipend
- Approval of Pre-Retirement Reduced Workload for Regular Contract Faculty
- Approval of Addition of Position to Organizational Chart and/or Budget
- Salary Placement/Movement on Salary Schedule for Classified and Academic Employees Based on Collective Bargaining Agreement
- Acceptance of Resignation of All Employee Classifications, to Be Effective Date Received by Designee
- Discretionary Leave of Absence for All Employee Classifications, Up to 30 Days Only



Hiring of Short-term Employees and Professional Experts

- Handout to be presented.



THANK YOU!

HR FORUM

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

