

# **WELCOME!**

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**OCTOBER 13 AND 14, 2009**  
**HR FORUM**

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



# Today's Agenda

- SERP Update
- Classification and Compensation Study
- Hiring Requirements and Documents
- SEMS/NIMS
- Variable Flex Criteria
- Payroll Deadlines
- Administrator Evaluation Timeline
- Management Session



# Voluntary Supplemental Employee Retirement Plan

- Board unanimously approved the voluntary Supplemental Employee Retirement Plan (SERP) October 6, 2009
- 45 participants:
  - 24 Classified/Confidential/Supervisory Staff Employees
    - Chabot College: 10
    - Las Positas College: 7
    - District: 7
  - 19 Faculty
    - Chabot College: 15
    - Las Positas College: 4
  - 2 Administrators
    - Chabot College: 2
- Second Enrollment Period



# Classification and Compensation Study Update

- The Office of HRS has received approximately 52% of Employee/Employer Forms distributed to classified employees returned to Human Resources.
- The Classification and Compensation Study Team met October 9, 2009
- Current Status of Study



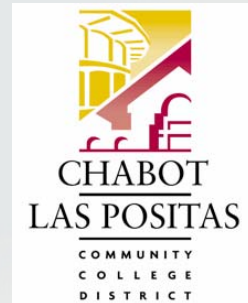
# SEMS/NIMS


- Additional training dates added
- Training sessions shortened
  - 4 hours for faculty and staff
  - 2 additional hours for administrators
- Administrators – please distribute information to your faculty and staff



# Variable Flex Criteria

- Colleges have guidelines
- Title V, Section 55724
- Emergency preparedness/disaster training included

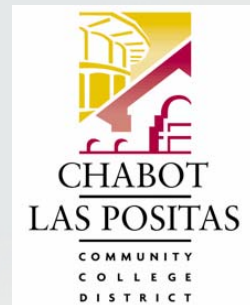




# Payroll Deadlines for Board Delegated Personnel Actions

Deadline for Paycheck:

Action approved by HR and timesheet submitted to Payroll by the  
15<sup>th</sup> of the Month.



# Administrator Evaluation Timeline

- Chancellor, Vice Chancellors and College Presidents provided with updated timeline/checklist
- All forms can be obtained via our HR website:

<http://www.clpccd.org/HR/>

Click on Forms and Procedures

