

WELCOME!

**HR FORUM
JUNE 14 AND 15, 2011**

**Presented by the
Office of Human Resource Services**



Today's Agenda

- Welcome
- Temporary employees and going outside the Classified Service
- ePAF User Training for Originators
 - Chabot College: June 15, 2011, 2:00 p.m., Room 110
 - Las Positas College: June 16, 3:00 p.m., Room 2410
 - July Training Schedule for Approvers will be announced
- 2010-2011 SEMS/NIMS Training Schedule
- HealthWorks Workshops for Summer and Fall
- Online Healthworks Rewards Program – Receive \$50!
<http://testmy.kp.org/healthworks/ca/clpccd/index.html>
- Open Enrollment Update
- Administrator Leave of Absence Form
- PERS/STRS Statements
- Management Session



Temporary Employees of a Community College District

- Substitute Employees
- Short-Term Employees
- Professional Experts
- Student Workers



ePAF User Training for Originators

- Chabot College: June 15, 2011, 2:00 p.m., Room 110
- Las Positas College: June 16, 3:00 p.m., Room 2410
- July Training Schedule for Approvers will be announced



SEMS/NIMS Training Schedule

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT SUMMER & FALL 2011 SEMS/NIMS TRAINING SCHEDULE



Chabot-Las Positas Community College District employees are required to complete the following SEMS/NIMS Training:
All Employees*: SEMS Intro, ICS 100, IS 700
Administrators: SEMS Intro, SEMS EOC, ICS 100, ICS 200, IS 700, IS 800B
Campus Safety: SEMS Intro, SEM EOC ICS 100, ICS 200, ICS 300, ICS 400, IS 700, IS 800B

Employees can attend a combined class listed below or complete the NIMS courses on-line at www.fema.gov/emergency/nims/NIMSTrainingCourses, send copies of certificates to Human Resource Services.

COMBINED CLASS CONTENT:

SEMS – Standardized Emergency Management System, Introduction

NIMS – National Incident Management System, ICS 100, ICS 200, and IS 700

Dates	Times	Location *
Tuesday, May 31, 2011	8:30 to 5:30	Las Positas College Room 3123, ICS 300 & 400
Wednesday, June 1, 2011	8:30 to 5:30	Chabot College, Room 2271, ICS 300 & 400
Tuesday, June 14, 2011,	1:30 to 5:00	District Office Training Room, Combined Class
Wednesday, July 20, 2011	8:30 to 12:00	Chabot College, Room 2271, Combined Class
Wednesday, August 31, 2011	8:30 to 12:00	Las Positas College, Room 3123, Combined Class
Thursday, September 22, 2011	1:30 to 5:00	Las Positas College, Room 3123, Combined Class
Monday, October 10, 2011	8:30 to 12:00	District Office, Training Room, Combined Class
Tuesday, November 15, 2011	1:30 to 5:00	Chabot College, Room 2271, Combined Class

* Locations of classes may be changed as needed to accommodate number of attendees. If there should be a change, we will post the new location and email attendees.

To reserve your seat, please RSVP at hrtraining@clpccd.org

California State Emergency Act, California Government Code Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.

Chabot-Las Positas Community College District – Office of Human Resource Services
 Emergency Preparedness and Workplace Safety
 Frank Ramos (925) 485-5512 – Lydia Penafior (925) 485-5240
www.clpccd.org/emmerinfo/default.php



Kaiser Healthworks Rewards Program – Receive \$50

The screenshot shows a Windows Internet Explorer browser window displaying the Kaiser Healthworks website. The address bar shows the URL <http://testmy.kp.org/healthworks/ca/clpccd/index.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar with the Google logo and a search button. The website content features the "healthworks by KAISER PERMANENTE" logo on the left and the "CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT" logo on the right. The main navigation bar includes "Home" and "kp.org". Below this is a secondary navigation bar with "Your rewards", "Your health resources", "Contacts", and "FAQ". The main content area has a "Welcome to HealthWorks" heading and a paragraph: "HealthWorks by Kaiser Permanente is a wide-ranging wellness program sponsored jointly by the County of Sonoma and Kaiser Permanente. HealthWorks strives to improve your health and let you live life to its fullest." Below this are two columns: "Your rewards" and "Your health resources". The "Your rewards" column contains the text: "Taking an active role in your health just got even more rewarding." and a bullet point: "Earn 50 points for completing an online total health assessment." The "Your health resources" column contains the text: "Access [online health and wellness tools](#) that help you stay in charge of your health and make the choices that are right for you." The website also features several images of people, including a man in a green shirt, a man in a blue shirt, and a woman in a pink shirt.





Administrator Leave of Absence Form

Administrator LOA Request Form.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 90% Find

 **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT** 
Office of Human Resource Services
Leave of Absence Request and Report of Absence
(Administrator)

Chabot College Las Positas College **District:** Hayward Livermore Pleasanton

(Please Print)
Employee Name: _____

W# _____ Office/Division: _____

List each date of absence: _____

1. Sick Leave (list dates): _____

2. Vacation (list dates): _____

3. Personal Necessity Leave: Brief description of need or emergency: _____
(Deduct from Sick Leave, not to exceed seven (7) days per academic school year)

4. Bereavement Leave (State relationship of deceased): _____ Destination: _____

5. Judicial Leave (attach copy of summons or notice)

6. Military Leave (attach copy of official orders)

7. Maternity Leave and Adoption (attach signed forms from physician - See Benefits Office)

8. Leave without pay and benefits for child bearing preparation and child rearing (attach signed forms from physician - See Benefits Office)

9. Leave without pay and benefits (explain reason): _____

10. Family Care Leaves (explain reason): _____

11. Furlough (# of hours): _____

12. Other (describe): _____



THANK YOU!

HR FORUM

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

