

WELCOME!

**FEBRUARY 9 AND 10, 2010
HR FORUM**

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



Today's Agenda

- Family Medical Leave Act
- Selection Committee Training
- New Forms/Documents on HRS website
 - Hiring Short-Term Employees, Substitute Employees, Professional Experts, and Volunteers
- Administrative Performance Evaluation Timeline/Checklist for Calendar Year 2010 (Handout)
- Grants/Contracts
- Employment, Diversity, and Employee Relations



Family Medical Leave Act

- ***Q. How soon after an employee provides notice of the need for leave must an employer determine whether someone is eligible for FMLA leave?***
- A. Absent extenuating circumstances, the regulations require an employer to notify an employee of whether the employee is eligible to take FMLA leave (and, if not, at least one reason why the employee is ineligible) within five business days of the employee requesting leave or the employer learning that an employee's leave may be for a FMLA-qualifying reason.

Family Medical Leave Act

Overview

Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.



Family Medical Leave Act

Military Family Leave Provisions of the FMLA (Handout)

1. For any qualifying exigency arising out of the fact that a covered military member (spouse, son, daughter, or parent) is on active duty or call to active duty status
2. Activities that are considered qualifying exigencies and will permit eligible employees who are family members of a covered military member to take FMLA to address the most common issues that arise when a covered member is deployed
3. Qualifying exigencies include military-sponsored functions, counseling sessions, "rest and recuperation" making appropriate financial and legal arrangements, arranging for alternative childcare.

Selection Committee Training

- Administrative/Management Hiring Procedures
- Classified Hiring Procedures
- Faculty Hiring Procedures
- Supervisory/Confidential Hiring Procedures

Please visit our website to obtain the above documents:

www.clpccd.org/HR/HRGovForms.php



Checklist for Hiring Short-Term Employees, Substitute Employees, Professional Experts, and Volunteers

FINAL CLPCCD Compliance Form 2 08 2010.pdf - Adobe Acrobat Pro


File Edit View Document Comments Forms Tools Advanced Window Help

Add New Field Preview Distribute Form Close Form Editing

1 / 1 101%

0 1 2 3 4 5 6 7 8

0



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services

Checklist for Hiring
Short-Term Employees, Substitute Employees, Professional Experts, and Volunteers

Short-Term Employee *(Completed Classified Application form must be submitted if applicant has not previously held position title in that unit or if the individual has had a break in service for one year or more.)*
Short-term employees are not a part of the classified service. They are employed and paid for less than 75 percent of a college year (including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day) and they are not a part of the classified service. A "short-term employee" is "any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis." (Ed Code, § 88003). Short-term employees are hired for services that are not reoccurring and are not a permanent component of a district's operations. Short-term employees employed by Chabot-Las Positas Community College District may not exceed 150 working days within a college year.

Substitute Employee (To cover temporary leave of classified member)
(Completed Classified Application form must be submitted if applicant has not previously held position title in That unit or if the individual has had a break in service for one year or more)
Substitute employees employed and paid for less than 75 percent of a college year (including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day) are not a part of the classified service. A substitute employee is any person employed to replace any classified employee who is temporarily absent from duty. (Ed Code, § 88003). Substitute employees employed by Chabot-Las Positas Community College District for the temporary leave of a classified member may not exceed 150 working days within a college year.

Substitute Employee (Recruitment)
(Completed Classified Application form must be submitted if applicant has not previously held position title in that unit or if the individual has had a break in service for one year or more.)
When a district is in the process of filling a vacancy with a permanent employee, a district governing board may fill this vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, unless a collective bargaining agreement in effect provides for a different time period.

Professional Expert
Professional experts are not part of the classified service. They are employed on a temporary basis for a specific project. Professional experts are hired for their specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the governing board pursuant to Ed Code, § 88001. They are hired for a specified period of time or funding amount. The



Chabot Las Positas Community College District Office of Human Resource Services

Use of Short-Term Employees, Substitutes, and Professional Experts

Community College Districts are not required to expand the ranks of the Classified Service to cover work that is not an-ongoing component of their services or activities. The Education Code provides some flexibility for a Community College District to employ persons outside the classified service in very specific situations, as noted below:

1. Short-Term Employee
2. Substitute Employee
3. Professional Expert Employee

Short-Term Employee

Education Code 88003 defines a short-term employee as one that is hired to perform a service that once completed will not be extended or needed on a continuing basis.



Administrative Performance Evaluation Timeline/Checklist for Calendar Year 2010 (Handout)

http://www.cjpcdd.org/HR/documents/Evaluation_Timelines92009.pdf - Windows Internet Explorer

http://www.cjpcdd.org/HR/documents/Evaluation_Timelines92009.pdf

File Edit Go To Favorites Help

Convert Select

Contribute Edit in Contribute Post to Blog

http://www.cjpcdd.org/HR/documents/Evaluation_Tim...

1 / 4 53.9% Collaborate Sign Find

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ANNUAL ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST
Evaluation Period: January 1 to December 31

Planned Completion Dates	Activity	Completed	
		Yes	No
By first week in January	Office of Human Resources distributes updated schedule of Annual and Comprehensive Administrator Performance Evaluations to all District/College Administrators, Chief Executive Officers/Senior Administrators, and Chancellor.		
By January 15	Evaluatee completes Form A—Annual Goals, Objectives, and Target Dates for Completion. (Form A to the Evaluator at least one week prior to the Initial Planning Session.)		
	Evaluator schedules Initial Planning Session.		
By first week of February	Conduct Initial Planning Session.		
	Evaluator and Evaluatee utilize Annual Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
By mid to late February	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal Summary, from the most recent evaluation.		
	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Dates for Completion to Evaluator within two weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
October/November	Evaluator schedules Summary Conference to be held in December.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report at least two weeks prior to Summary Conference Session.		
December	Conduct Summary Conference Session - to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal Summary.		
	Within 5 days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or non renewal must be attached.		
Due January 10	Chief Executive Officer/Senior Administrator forwards evaluation materials to Chancellor for review and signature.		
Mid to Late January	Evaluation materials are forwarded from the Chancellor to the Office of Human Resource Services and filed in Evaluatee's personnel file. Appropriate action is taken regarding contract renewal or non renewal.		
February Board Meeting	Board action for contract renewals or non renewals.		

1 of 4

Grants and Contracts

- Please contact Human Resource Services for assistance regarding items associated with employment.



Employment, Diversity, and Employee Relations Update

