

WELCOME!

**MAY 11 AND 12, 2010
HR FORUM**

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



Today's Agenda

- Personnel Action Forms (PAFs) for FY 2010-2011
- On-line Recruitment Update
- PDF Classified Evaluation Form on HRS Website
- Workers' Compensation Forms on HRS Website
- Open Enrollment
- Changes with Flexible Spending Account



Personnel Actions for FY 2010-2011

- Reminder to submit Personnel Action Forms (PAFs) for Summer and FY 2010-2011
- Short-term hourly employment
- Please complete checklist for Professional Experts, Short-Term Employees, Substitutes, and Volunteers



Recruitment Update

- 33 positions posted on our automated CLPCCD employment site
- To date, approximately 2,500 applicants have applied online
- We appreciate your feedback on our new automated application process



Classified Evaluation

- Classified Evaluation is now posted on Human Resources website

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Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PERFORMANCE EVALUATION REPORT - CLASSIFIED

Employee Name:

Position:

Type of Report
(3-Mo; 5-Mo; 9-Mo; Annual; Special; Final)

Date Issued:

Period Covered:

Supervisor:

Date of Change if new Supervisor since last evaluation:

GENERAL DIRECTIONS

- Supervisor and employee must sign/date the evaluation form, with one original and two copies per the distribution list below. If additional space is required for comments, attach a second sheet.
- Distribution:
 - Third copy; Supervisor should give 3rd copy to employee at time of evaluation conference;
 - Second copy; Supervisor send 2nd and original copy to next higher person in the administrative channel for review (sign/date all copies);
 - Reviewer send original, signed and dated, to the Human Resources Director for processing and appropriate action. Original is for permanent retention in employee's personnel file.
- Prior to completion of Performance Evaluation Report, it is recommended that supervisor and reviewers review Article 9, Evaluation Procedures, of the SEIU Local 1021/District Agreement for unit members.
- SPECIAL EVALUATION:** Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or designated Manager.

SUPERVISOR'S RECOMMENDATION

A. **End of 3-Month Probationary Period.** This employee should continue probationary employment or, if applicable, subject to recommendation in Item E below.

B. **End of 5-Month Probationary Period.** This employee should continue probationary employment or, if applicable, subject to recommendation in Item E below.

C. **End of 9-Month Probationary Period.** This employee is recommended for REGULAR STATUS at the end of probationary period of 365 days.

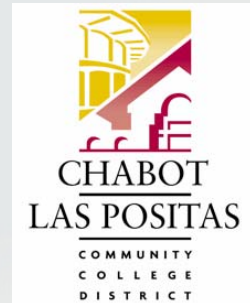


Workers' Compensation

- Reporting Procedures for Managers
- Reporting Forms
 - Supervisor's Report of Injury or Illness
 - DWC Form 1 – Employee Claim Form
 - List of Medical Facilities Authorized by Workers' Compensation

Open Enrollment

- **Active Employees – Deadline June 11, 2010**
Flexible Spending Account – Must re-enroll each plan year
- **Adjunct Faculty – Deadline August 13, 2010**
Must re-enroll each plan year
Kaiser Permanente – 50% of Monthly Premium



Changes with Flexible Spending Account

- Must re-enroll each plan year.
- FSA Annual Limit: \$3,000 Medical/\$5,000 Dependent Care
- Health care reform legislation recently signed into law affects over the counter (OTC) purchases.
- Effective January 1, 2011, reimbursement for OTC drugs, medicines and biologicals require a directive from a provider. Eligible subscribers may continue to receive reimbursement for these items using their Health FSA; however, they must obtain a letter of medical necessity from their provider.

