

WELCOME!

**JUNE 8 AND 9, 2010
HR FORUM**

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



Today's Agenda

- Summer 2010 Work Schedule
- Sexual Harassment Training (Summer) – It's Mandatory!
- Status Update for Personnel Action Forms for Temporary Short-Term Employees and Professional Experts
- Establishment of HR District-wide User Group – Meeting to be convened in July 2010
- Next Phase of CLPCCD Automated Employment Website (Requisition Process)
- Faculty Service Area "FSA" List
- Management Session



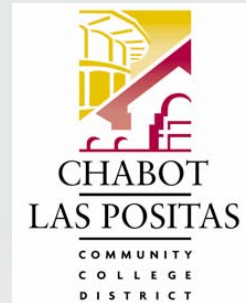
4/10 Summer Schedule

- The Board of Trustees approved a **one-time**, modified Summer 2010 work schedule.
- Summer work hours began Monday, June 7, and conclude on Friday, August 6, 2010
- Limited number of critical service areas will be open to the public Monday through Friday
- Remaining areas of each campus and the district office will be on a four-day (Monday through Thursday), 10-hour day schedule
- If the 10-hour day schedule is a hardship to a staff member, the staff member will work with his/her supervisor to determine how the hardship will be handled
- Any Issues?



Mandatory Sexual Harassment Training (Summer)

- Thursday, July 22, 2010 (9:00 a.m. to 12 Noon)
District Office Multi-Purpose Room
- Required Attendance for all Administrators and Supervisors pursuant to AB 1825
- Jack Hughes, Associate, Liebert, Cassidy, and Whitmore, will provide the training
- 30 Minute Management Session to follow



Status Update for Personnel Action Forms for Temporary Short-Term Employees and Professional Experts

Stacy Davis will send email verifying approval of Short-term employees and Professional Expert employees for new Fiscal Year (July 1, 2010 – June 30, 2011)



HR Strategic Plan

Human Resource Services User Group

- *HR Users Group comprised of three staff from each campus and one from the district office to meet monthly with the HR managers.*
- *“The HR Users Group will provide specific and direct comments to the managers on specific HR processes and forms. “*
- *“HR managers will address group concerns and issues and will use input from this group to refine procedures, processes, and forms.”*
- *Membership*

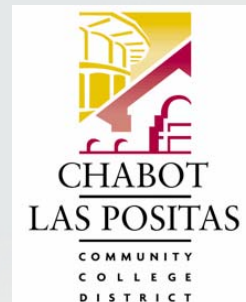
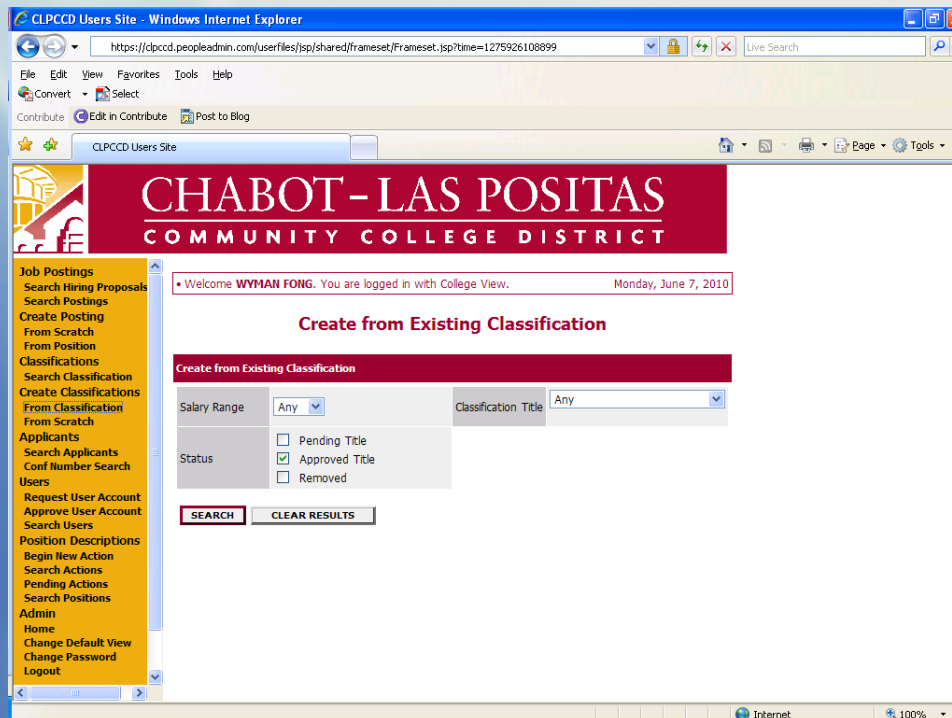


Human Resource Services User Group

Member	Area	College/Site
Kaaren Krueg	Academic Services	Chabot College
Danielle Preciado	Student Services	Chabot College
Billy delos Santos	Administrative Services	Chabot College
Martha Konrad	Academic Services	Las Positas College
Karen Kit	Student Services	Las Positas College
Sharon Davidson	Administrative Services	Las Positas College
Uma Nadkarni	Information Technology	District Office
Wyman Fong	Human Resource Services	District Office
James Andrews	Human Resource Services	District Office
Alice Noriega	Human Resource Services	District Office
Lori Benetti	Human Resource Services	District Office
Lydia Penafior	Human Resource Services	District Office
Stacy Davis	Human Resource Services	District Office

Automated Employment Website

- Phase II
 - Request to create position
 - Request to Announce position online



Faculty Services Areas (FSA) List

- Report generated by Information Technology
- Human Resource Services will coordinate with Colleges to update list



Management Session

