

WELCOME!

**HR FORUM
OCTOBER 11 AND 12, 2011**

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



Today's Agenda

- **Welcome**
- **Adjunct Seniority List for posting on or before November 1, 2011**
- **Short-Term Non Continuous Employees and Professional Experts**
- **CLPCCD Retirement Savings Plans**
- **2011-2012 Bay Area CCDs Employment Relations Consortium Workshop Schedule**
- **CLPCCD Fall 2011 SEMS/NIMS Training**
 - Tuesday, November 8, 2011
 - 1:30 to 5:00 p.m.
 - Chabot College, Room 2271, Combined Class
- **Management Session**



Adjunct Seniority List

- Email will be sent to Vice Presidents this week
- Adjunct Faculty Seniority List Guidelines (handout)
- Pursuant to Article 18B.1a.2 Adjunct Seniority List will be posted on or before November 1, 2011



Short-Term, Non Continuous Employees and Professional Experts

- Spreadsheet will be emailed to administrators week of October 10, 2011 regarding personnel actions ending December 31, 2011.
- Please review spreadsheet to ensure end date.
- Please visit <http://www.clpccd.org/HR/HRGovForms.php>.



CLPCCD Retirement Savings Plans TSA/403(b) Plan and 457(b)

Chabot-Las Positas Community College District Retirement Savings Plans

We would like to make our employees aware of the voluntary retirement plans that we sponsor which include a 403(b) Tax Sheltered Annuity Plan (TSA/403(b) Plan) and a 457(b) Deferred Compensation Plan (DCP/457(b) Plan) (the Plans). Participation is voluntary, allowing you to make pre-tax salary deferral contributions. One of the benefits of participating in the Plans is the ability to defer from current taxation salary that would otherwise be currently taxable and also defer income taxes on the earnings credited to your account.

The amount you contribute to the 403(b) Plan is subject to an annual dollar limit, and if you are age 50 or older you may contribute an additional amount. See the chart below for the maximum contribution limits for 2011. The maximum limits for the 2012 calendar year will be issued by the IRS in October, 2011. The new limits will be posted at the website of our retirement plan administrator, Envoy Plan Services, Inc. at www.envoyplanservices.com.

The amounts you contribute to the TSA/403(b) Plan have an independent limit from the amounts that you contribute to the DCP/457(b) Plan. You may make pre-tax salary deferral contributions to the TSA/403(b) Plan, the DCP/457(b) Plan only, or you may make pre-tax contributions to both Plans simultaneously. See the chart below for the maximum contribution limits for 2011. The maximum limits for the 2012 calendar year will be issued by the IRS in October, 2011. The new limits will be posted at the website of our retirement plan administrator, Envoy Plan Services, Inc. at www.envoyplanservices.com.

Year	403(b) TSA	457(b) DCP	Total
2011 Basic Limit	\$16,500	\$16,500	\$33,000
Age 50+ Catch-up	\$5,500	\$5,500	\$11,000
Total	\$22,000	\$22,000	\$44,000

We are pleased to be able to offer the benefits of this voluntary pre-tax savings plan for you, because we recognize that many of you wish to defer current income taxes to your post retirement years, while accumulating additional savings for retirement.

Please note that if you also make contributions, or have contributions made for you, to a 401(a) or 401(k) plan you are limited by the overall 415(c)(1)(A) limit of \$49,000 for all plans including 403(b), 401(a) and 401(k). If you are a participant in another retirement plan (excluding CalSTRS or CalPERS), please advise Envoy Plan Services, Inc.

If you wish to learn more about participating in the 403(b) Plan or the 457(b) Plan, please visit the website of our retirement plans administrator Envoy Plan Services, Inc. at www.envoyplanservices.com.

The website will provide you information about:

- Plan Highlights providing an overview of plan features
- The investment and insurance companies that are available for the 403(b) Plan and the 457(b) Plan
- Enrollment procedures
- Salary Reduction Agreement form (SRA)
- Toll free phone and fax numbers as well as an email address to ask questions and seek assistance
- Internet Links and other information
- Transaction Request Form and Instructions to request loans, distributions, transfers, exchanges and financial hardship withdrawals.



2011-2012 Workshop Schedule

- **October 14, 2011, Introduction to the FLSA”**
Time: 9:00 a.m. to 11 a.m. (Questions and Answers from 11:00 a.m. to 12:00 p.m.)
Location: District Multi-Purpose Room, CCC Confer
- **January 20, 2012, “Leaves, Leaves, and More Leaves”**
Time: 9:00 a.m. to 12:00 p.m.
Location: District Multi-Purpose Room (HOST)
- **January 20, 2012, “Promoting Safety in Community College Districts”**
Time: 1:00 p.m. to 4:00 p.m. (HOST)
Location: District Multi-Purpose Room
- **March 16, 2012, “Terminating the Employment Relationship”**
Time: 9:00 a.m. to 11 a.m. (Questions and Answers from 11:00 a.m. to 12:00 p.m.)
Location: District Multi-Purpose Room, CCC Confer
- **May 4, 2012, “Speaking Freely or Shouting Fire”**
Time: 9:00 a.m. to 12:00 p.m.
Location: District Multi-Purpose Room, CCC Confer
- **May 4, 2012 “Super Manager or Super Spy: The Use of Technology in Monitoring Employee Conduct”**
Time: 1:00 p.m. to 4:00 p.m.
Location: District Multi-Purpose Room, CCC Confer



CLPCCD Fall 2011 SEMS/NIMS Training Schedule

Tuesday, November 8, 2011

1:30 to 5:00 p.m.

Chabot College, Room 2271, Combined Class

COMBINED CLASS CONTENT:COMBINED COURSE CONTENT/TOPICS:

SEMS – Standardized Emergency Management System, Introduction

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

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

All regular CLPCCD Employees are to attend.



THANK YOU!

HR FORUM

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



Management Session

- **Negotiation Update**

