

WELCOME!

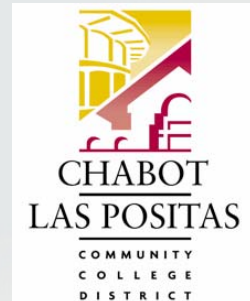
NOVEMBER 10 AND 11, 2009
HR FORUM

PRESENTED BY THE
OFFICE OF HUMAN RESOURCE SERVICES



Today's Agenda

- SERP Update
- Classification and Compensation Study
- Classified Evaluations
- FMLA Notice
- H1N1 Status Update
- SEMS/NIMS Training (Handout)
- PeopleAdmin System
- Adjunct Seniority Process
- Management Session



Voluntary Supplemental Employee Retirement Plan

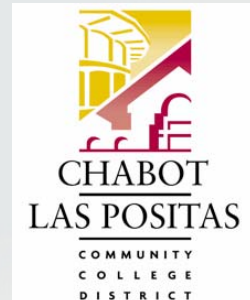
- Board unanimously approved the voluntary Supplemental Employee Retirement Plan (SERP) October 6, 2009.
- Second Enrollment Period: 5 Participants:

2 Faculty

- Chabot College: 2

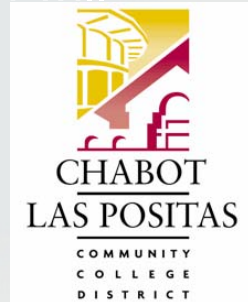
3 Classified/Confidential/Supervisory Staff Employees

- Chabot College: 1
- Las Positas College: 1
- District Office: 1



Classification and Compensation Study

- The Office of HRS has received approximately 64% of Employee Review Forms distributed to classified employees returned to Human Resources. This is an increase of 12% from the last forum.
- The Classification and Compensation Study Team met November 6, 2009, and will again meet in December 4, 2009 and decide on additional meetings of the committee.
- New Classification and Compensation Study communication will be sent in November 2009.



Classified Evaluations

- Classified Evaluation dates coded into BANNER.
 - Reports will be generated.
- Evaluation reminders sent through February 2010.
- PDF Fillable Form created – testing prior to web posting.



FMLA Notice

- When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA within five business days, absent extenuating circumstances.
- For more information, please contact Alice Noriega at Ext. 5209.



H1N1 Status Update

- Pandemic Influenza Planning Committee
- Hand sanitizers distributed
- Tracking system for absenteeism

SEMS/NIMS Training

- New schedule of training classes, including Saturday option



Website: <http://www.clpccd.org/emergency/default.php>



Contact Us

District Office (925) 485-5208: Fully operational at this time.

[Return to Emergency Information webpages](#)

H1N1 (Swine Flu) Update:

The District is closely monitoring the swine flu situation. Response to Influenza for Institutions of Higher Education.

[H1N1 Higher Education](#)

Higher Education Flu Information

Guidance Toolkit H1N1 News

Full guidance document

Recommended strategies:

- Under conditions with similar severity as in Spring/Summer 2009
- Under conditions of increased severity compared with Spring/Summer 2009

[Next](#)

More flu information for schools
www.flu.gov

SHARE INFO

The District is encouraging students, staff and faculty to get the H1N1 vaccine.

[Tips on Staying Healthy](#) (pdf file)

CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT

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For Campus Safety and Security information go to:

[Chabot College Campus Safety and Security Office](#)
or call: (510) 723-6923

[Las Positas College Campus Safety & Security Office](#)
or call: (925) 424-1690

Program Overview

Welcome to the Chabot-Las Positas Emergency Preparedness website. Our office is located within the Human Resource Services department in the Chabot-Las Positas Community College District office. The intent of this website is to provide emergency planning information and assistance to the Chabot-Las Positas Community College District family.

The Emergency Preparedness office was created in January 2009 to oversee the emergency preparedness and planning activities for the Chabot-Las Positas Community College District. The office is tasked with the oversight of the District's "All Hazards" Emergency Operations Plan which will be used in the event a natural disaster or a human-made incident strikes.

Our goal is to provide a means to utilize all available resources to PREPARE for potential emergencies or disasters whenever possible and deal efficiently with the effects of inevitable events, RESPOND to save lives and protect property, and promote a means to RECOVER mission critical business and academic operations.

PeopleAdmin System

Adjunct Seniority Process

