

SECTION 4

NEW HIRE PROCESSING

A. Human Resources

1. Tuberculosis Testing

Verification that a Tuberculosis test has been performed within the preceding six months, indicating either a positive or negative result, must be submitted to the Office of Human Resources as soon as possible after being hired with the District. All costs for Tuberculosis tests that cannot be obtained free will be paid by the District. If absence from your work assignment is necessary to perform the test or secure the results, release time shall be granted to the employee. All District employees are expected to be tested every four (4) years, except those employees assigned to the Cafeteria or Child Development Center, which are required every two (2) years. Failure to provide timely results to the Office of Human Resources will result in the District withholding your paycheck and may result in termination. (CBA, Article XIII, Section 7)

2. Live Scan Fingerprinting

All new District employees are required to undergo a Live Scan Fingerprinting. Live Scan Forms and a parking pass for Pasadena City College (our off-site Live Scan location) will be provided to you by the Office of Human Resources during your new hire processing. Criminal records on the state and federal level are sent to the Office of Human Resources for review. If you have falsified or omitted information on the disclosure portion of your employment application you may be dismissed immediately. If your records reveals that you have been convicted of a sex offense as defined in Section 87010 of the California Education Code or a controlled substance offense as defined in Section 87011 of the California Education Code, this will serve as sufficient proof of a conviction of a crime involving moral turpitude for the purposes of Section 87667 and 87732 relating to the dismissal of a permanent employee. Furthermore, employees of the Child Development Center are not permitted to start working until the Live Scan results and Child Abuse Index records have been received and reviewed.

3. Initial and Advanced Salary Placement

Usually all new District employees are placed on step 1 of the appropriate range of the position filled. New employees may be initially placed beyond the first Step, to a maximum of Step 3, of the salary schedule. Step placement at Step 2 is based on at least three (3) years of related education and/or paid work experience in addition to that needed to meet the minimum requirements for the position. The equivalent of twenty (20) semester units of related coursework will equal one (1) year (transcripts must be submitted), while related work experience will be counted on a year-for-year basis. Step placement at Step 3 will be based on an additional two (2) years of related education and/or paid work experience above the experience required for Step 2 placement. (CBA, Article VIII Section 2)

Example: Sue Clark is hired as a Program Assistant with the District. The minimum requirement for the Program Assistant is three(3) years of increasingly responsible clerical work involving skilled typing. In order for Sue Clark to obtain advanced salary placement to Step 2 she would need a total of six (6) years of clerical work or sixty (60) semester units of related coursework and three (3) years of clerical experience. To go to Step 3 she would need a total of eight (8) years of clerical experience or eighty (80) semester units of related coursework and three (3) years of clerical experience.

New employees placed on Step 1 will be required to wait six (6) months to move to Step 2 of their Range. New or promotional employees placed on a Step higher than Step 1, will be required to wait one (1) full year before moving to the next Step.

The new employee or position supervisor must submit a written request to the Associate Vice-President of Human Resources within thirty (30) days of the start date. The request shall state the reasons that the candidate believes he/she should be placed above Step 1 of the salary range; specifically outlining training and/or experience beyond minimum requirements for the position. Upon request from the CSEA President, evidence of such advanced placement and the justification in each instance shall be made available.

4. Human Resources Employee Orientation

During your new hire processing in the Office of Human Resources you will also receive and/or complete the following:

- CSEA enrollment form
- Emergency notification form
- PERS enrollment form (if more than 19 hours per week)
- Federal/State Withholding (W-4)
- Employment Eligibility Verification (I-9 Form)
- Pay Warrant Designation
- Notification of Employment*
- Campus Map
- Directions to various offices on campus for further processing

*The Notification of Employment lists your classification title, job location, official start date, range and step, salary amount, hours of work, months per year, when you will be evaluated, pay days, date probation ends and your anniversary date. You will be asked to sign this form, indicating that you agree with the listed information.

Once you complete your new hire processing, if you wish to change any of the above information, please contact the Office of Human Resources.

You will also need to visit payroll where you receive and/or complete the following*:

- Electronic Deposit Forms
- Tax Shelter Information
- Glendale Employee Federal Credit Union Forms

*All of these forms can be filled out or changed at a later date, if desired, in the Payroll Office. These forms are also located in the Forms section of this handbook.

5. Probationary Periods and Anniversary Dates

New employees are subject to a probationary period of one hundred thirty (130) days or, if extended, one hundred seventy four (174) days of paid service. Police Officers serve a one-year probationary period. Your anniversary date is set for the first day of the month following the completion of the probationary period and remains unchanged unless you are promoted into another classification. (CBA, Article XIV, Section 1-4)

Example: Sue Clark was hired as a program assistant on Step 1 and started work on January 10, 2000. Her probation started on January 10th and ended on July 7th. That means that her anniversary date is August 1st.

The objective of probation is regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance is not satisfactory.

6. Promotional Employees

When a classified employee is promoted into a higher classification, 5% is added to their current range and step, excluding longevity, and the new amount determines what step they shall go to on the new range for the new position*. The promoted employee will be subject to a one hundred thirty (130) days probationary period if moving into a classified position and one (1) year if a management position, starting on the first day in their new position. The anniversary date of the employee will now be the 1st day of the month following the completion of probation. If a person is removed during his/her probationary periods following a promotion, he/she shall be entitled to re-employment rights in his/her former class. (CBA, Article XIV, Section 5)

Example: Sue Clark, a program assistant at Range 17 Step 3 as of August 1, 2001, is now being promoted to administrative assistant Range 22. To calculate her new Range and Step placement, take the salary on Range 17 Step 3, which is \$2567.64, and add 5% which equals \$2696.02. Then look on Range 22, her new Range for the administrative assistant position. Range 22 Step 1 is at the rate of \$2634.95 and Range 22 Step 2 is at 2766.71. Her new amount, \$2696.02 falls between Step 1 and Step 2. Sue would be placed on the higher Step, Range 22 Step 2 which is paid at the rate of \$2766.71 per month.

*Exception – If the employee being promoted is already at Step 6 or higher on their current range and is only promoting one (1) range higher, he/she will retain his/her step and receive a 2.5% increase.

B. Health and Welfare Benefits

1. General Benefit Provisions

Please be aware, all health benefits are subject to change every January due to contract renewal.

Many of our providers, including Blue Shield, Delta Dental and the Vision Service Plan, have a list of participating providers. It is to your advantage to use participating providers from each carrier. Visit or call the Payroll Office (ext. 5139) for a Provider Directory.

Any change in status of a covered employee (i.e. marriage, birth, adoption, divorce) should be reported to the Payroll Office within thirty-one (31) days of the change.

While on District approved leave of absence without pay, you may continue your health benefits at your expense.

In the event of termination, reduction of hours of employment, divorce or loss of dependent status, the covered employee or his/her dependents have the right to elect continuation of health benefits under the COBRA law. The cost of the health insurance plus a 2% administration fee is the responsibility of the individual requesting continuation of coverage.

The District holds an open enrollment period between November 15 and December 15 to allow insured employees to change their medical carrier. At this time, you may also purchase additional insurance through AIG, Hartford Life and AFLAC. Premiums for this supplemental insurance are done through payroll deduction. For enrollment forms and benefit coverage information that is not addressed on the next few pages, call the Payroll Office at ext. 5139. (CBA, Article IX, Sections 1-4)

Domestic partner benefits are available for Blue Shield, Kaiser, Delta Dental and Vision insurance. The coverage is the same as for a spouse. A domestic partner is someone with which you share a close personal relationship and are responsible for each other's welfare but are not related by blood closer than would bar marriage in the State of California. Specific criteria for eligibility of domestic partner benefits are outlined in the forms section on the Affidavit for Enrollment of Domestic Partners forms.

2. Health Insurance

Health and Welfare enrollment forms are processed in the Payroll Office with the Benefits Technician. All regular full-time and part-time employees are eligible for District-paid medical/dental/vision and life insurance benefits. An employee working thirty (30) hours or more a week is considered a full-time employee. A part-time employee is one who works at least twenty (20) hours but less than thirty (30) hours per week. Full-time employees can enroll their dependents and domestic partners.

Dependent coverage is not available for part-time employees. (CBA, Article IX, Sections 1-4)

Employees hired on the first working day of the month shall have benefits effective on the first day of the month in which they were hired. Employees hired after the first working day of the month shall have benefits effective on the first day of the month following date of hire. (CBA, Article IX, Section 1 and 2)

A. Eligible employees have a choice of one (1) of three (3) Medical Plans:

1. Blue Shield PPO

2. Blue Shield HMO

Kaiser Permanente

The Blue Shield PPO Plan is not available to employees in the Food Services Department or the Child Development Center.

3. Dental Insurance

The District's dental insurance plan is with Delta Dental. This is an incentive plan. The first year of eligibility, Delta will pay 70% of the covered fees. This percentage will increase 10% each year you visit the Dentist, to a maximum of 100%. You have to visit the dentist each calendar year to increase your level of coverage. Maximum coverage is \$1,200 per person per calendar year. Your level of coverage will drop back to 70% if you lose eligibility and then become eligible again as in the case of a leave of absence. Orthodontic services are not covered. (CBA, Article IX, Section 1C and 2C)

4. Vision Insurance

The District's vision insurance provider is Vision Services Plan (VSP). Exams and lenses are covered once a year. Frames are covered every two (2) years. This is a member-plus 1 plan. For full-time employees, the employee plus one (1) eligible dependent receive benefits; for part-time employees, only the employee receives benefits. (CBA, Article IX, Section 1D and 2D)

5. Life Insurance

All classified employees receive a twenty-five thousand dollar (\$25,000) level term group life insurance policy with Accidental Death and Dismemberment coverage for the employee only, subject to ADEA through Hartford Life. (CBA, Article IX, Section 1E)

6. Worker's Compensation Insurance

Any job-related injury is covered by Workers Compensation Insurance. This insurance will cover medical expenses and lost wages. Coverage is effective the minute you are on the job. In the event of an injury, medical attention is the priority but prompt notification to the Office of Human Resources (ext. 5164) is also important to make sure you get the benefits to which you are entitled.

You will not receive compensation for the first three (3) days you are unable to work, unless you are admitted to the hospital as an inpatient or unable to work more than fourteen (14) days. The first three (3) days will be charged to sick time, if available.

The District has two (2) designated medical providers. During normal working hours go to the Verdugo Hills Urgent Care, located at 544 N. Glendale Avenue in Glendale. For any injury related medical emergencies go to the Verdugo Hills Hospital or Adventist Hospital emergency rooms. Our claims administrator is Keenan & Associates.

C. Campus-Wide Information

1. On-Campus Parking

Parking availability in all lots may be impacted by construction.

Lot Assignments - Permanent and Full-time and Part-time Staff:

Permanent and full-time employees are assigned by seniority to the lower lots, and are based on availability. Part-time staff must park in Lot BC or Staff permits are also valid in City Lots 30, 31, 32, 33, 34, and the Civic Center parking garage, subject to posted signs. All lots are labeled on the Main Campus map located in Section 1. **Off-site employees** will not be able to park in Campus Center (CC) and must also utilize Lot BC and the city lots.

Evening Staff: Parking permits will be mailed on request; otherwise permits will be held for pick-up in the Campus Police. Evening permits are valid after 3:00 p.m. Monday - Friday, for the Campus Center (CC) Lot. Arrivals before 3:00 p.m. are permitted in Lot BC or City Lots 30, 31/Civic Auditorium Garage, 32, 33, and 34. You may contact the Campus Police at ext. 5925.

Disabled Staff Parking: All medical disability parking assignments will be reviewed on a case-by-case basis. Submit medical documents, current DMV placard I.D. card or a copy of the placard to the Campus Police.

Voucher Parking Lot for Day Use: Additional parking may be available at the old Union 76 gas station on Verdugo Rd. You should visit the Campus Police on the first floor of the Sierra Madre Building or contact them at ext. 5925 from 7:00 a.m. to 3:00 p.m., Monday - Friday to request a voucher. Please be prepared to provide your staff parking permit number and the number of vouchers you will need for a two-week period.

Authorized Visitor Parking: Parking is severely restricted and we ask your cooperation in advising your visitors to park in the student lot BC and across the street in the city lots. Visitors **MUST PAY** for parking across the street or you may request a free day permit for Lot BC, which must be mailed prior to their arrival. Campus maps are also available on request. Any special parking needs must be communicated to the Campus Police no less than 48 hours prior to usage, unless it is an emergency.

Park and Ride Shuttle Service: This service is available the first six (6) weeks of the semester. Go to Campus Police in SM153 and arrange to park at 701 Brand Blvd, and be shuttled to the campus. The shuttle leaves the lot on the half-hour beginning at 7:30 a.m. and arrives at the college in about twenty (20) minutes. A shuttle back to the parking area leaves GCC every half-hour beginning at 8:00 a.m. The last shuttle leaves GCC at 3:30 p.m.

Card Keys: *PLEASE NOTE: There is a \$6.50 replacement fee for Lost Card Keys.* Contact the Campus Police at ext. 5925, for a replacement.

2. Alternative Transportation

- a. The Glendale Beeline routes now include: Route 1: GTC/Central/Brand; Route 2: GTC/Brand/Central; Route 3: Galleria/College/JPL; Route 4: Chevy Chase/Broadway/Galleria; Route 5: Edison/Pacific/Hoover; Route 7: Western/Stocker/College. The Beeline is only \$.25, one-way.
- b. Glendale College will reimburse 1/2 of your transportation costs, up to \$21.00 per month for MTA passes or \$18.00 for Beeline tokens and up to \$64.90 for Metrolink passes. The Stipend Reimbursement Form for each of these types of alternative transportation is located in the Forms section of this handbook.
- c. Employees who carpool with another Glendale Community College staff person will be allowed fifteen (15) minutes flex time in starting and leaving work. Staff members who ride with persons who work elsewhere or drop off children will not be allowed flex time in starting and leaving work. Prior supervisory approval is required. (Campus Police memorandums dated 9/27/96 and 1/28/97)

3. Building Key Issuance/Building Access

To obtain a key to your area, you must fill out the triplicate Key Requisition Form, which is available through the office of the Vice President of Business Services. This form will require your name, the building and room number for which the key is requested, and the approval of your supervisor or department head. You will be notified by the VP's office when the key is ready and you will be required to sign for the receipt of the key. If your position will require you to enter the building during "lock-down" hours, you will need to go to the Campus Police office and obtain an Access Request Form.

4. E-Mail Address Access

Employees shall have access to an individual e-mail account. To obtain an e-mail address and further information, contact the GCC Help Desk at ext. 4357 (H-E-L-P). Be sure that you also ask to be listed in the class and personal address queue so that you will receive messages sent to classified employees via this e-mail address queue. (CBA, Article IV, Section 2)