YCCD NEW EMPLOYEE ORIENTATION

WELCOME TO YCCD
TODAY'S AGENDA

- Payroll
- Role of Human Resources
- Human Resources Staff
- Employee Benefits
- Leaves
- Risk Management
- Campus Safety / Alert U
- CSEA
- Behavioral Intervention Team
- Title IV
- TB Testing/Fingerprinting
- Q & A
PAYROLL

• PAYROLL OFFICE STAFF
  MANAGER: DIANE WARREN – 6533
  COORDINATOR: JENNI DENT – 6965
  SPECIALIST: NATALIE PENCE – 6529
    ASHORINA YADEGAR – 6528
    JOAN VAN KUREN – 6504

Check out more information at
www.yosemite.edu/payroll
WHEN WILL YOU GET PAID?

15th OF EACH MONTH:
• Adjunct Faculty
• Permanent Part Time Classified

LAST DAY OF THE MONTH:
• Full Time Faculty
• Management Employees
• Regular Full Time Classified Employees
• December is an exception. Paid first working day in January.
There’s so much more!

What about ......

- W-4
- Direct Deposits
- Tax Sheltered Annuities
- Retirement Plans
- Section 125 Plan
- Union/Team Dues
- What do those codes on my paycheck mean?
- Electronic Pay claims

For more specific information visit:
https://www.yosemite.edu/payroll/

If you or an employee need further assistance, please contact the Payroll Team
ROLE OF HUMAN RESOURCES

- New Hire Paperwork
- Benefits
- Vacation, Sick & Other Leaves
- Salary Placement
- Professional Improvement

Check out more information at www.yosemite.edu/hr
HUMAN RESOURCES STAFF

- VICE CHANCELLOR: GINA LEGURIA
- EXECUTIVE ASSISTANT: LUCY MUNOZ
- DIRECTOR: KATHREN PRITCHARD
- MANAGER: GRACE CABRERA
- ANALYST: DORA LOPEZ & KACI LANDIS
- BENEFITS SPECIALIST: LORI SMITH & PEGGY FREITAS
- SPECIALIST: BARBARA WOLF & RHONDA CAMPBELL
- TECHNICIAN: JESSICA COSTA & SANDRA HOUSDEN

Check out more information at www.yosemite.edu/hr
BENEFITS

Faculty/ Classified/ Management

• Health
• Dental
• Vision
• Life
• Voluntary Life
• Short Term/Long Term Disability
• Workers Compensation

Adjunct Faculty

• Workers Compensation

Check out more information at www.yosemite.edu/benefits
LEAVES

- **Classified Leave**
  - **Vacation**
    - Accrued each month based on years of service & monthly work assignment
    - Please see the current CSEA Agreement for specific monthly accrual rates
  - **sick Leave**
    - Accrues annually at the start of each fiscal year (July 1)
    - Accrual amount is dependent upon assignment
    - For example: If your assignment is 12 months at 100%, your annual accrual rate is 96 hours
  - Prorated for new hires
  - **Personal Necessity**
    - Intended for circumstances that cannot be dealt with during off duty hours (Requires explanation on absence form)
    - Use is capped at 80 hours per fiscal year
    - 2 days can be used as Personal Business (No explanation required on absence form)
    - All personal necessity is drawn from available sick leave
  - FMLA/CFRA, Extended Sick Leave, Workers Comp
• Management Leave
  • Vacation
    ▪ Please see the current LTAC handbook for specific monthly accrual rate
  • Sick Leave
    ▪ Accrued annually at the start of the fiscal year (July 1)
      ▪ For example: If your assignment is 12 months at 100%, your annual accrual rate is 96 hours
    ▪ Prorated for new hires
  • Personal Necessity
    ▪ Use is capped at 56 hours per fiscal year (7 days for full time assignments)
  • All personal necessity is drawn from available sick leave
  • FMLA/CFRA, Extended Sick Leave, Workers Comp
- **Faculty Leave**
  - **Sick Leave**
    - Accrued annually at the start of the fiscal year (July 1)
    - Accrual is 10 days per year
    - Ag faculty accrual is 11 days per year (11 month contract)
    - Prorated for less than full time assignments
    - Prorated for new hires.
  - **Personal Necessity**
    - Use is capped at 6 days per academic year
    - All personal necessity is drawn from available sick leave
    - FMLA/CFRA, Extended Sick Leave, Workers Comp

- **Adjunct Faculty Leave**
  - **Sick Leave**
    - 1 hour for every 20 hours of paid service
  - **Personal Necessity**
    - 1 hour for every 30 hours of paid service
    - Extended Sick Leave, FMLA/CFRA (if eligible)

- **Permanent Part Time Hourly**
  - **Sick Leave**
    - 1 hour for every 30 hours of paid service
IN CASE OF WORKPLACE INJURY

If an injury occurs at work, it must be reported to your immediate Supervisor as soon as possible. Then the following steps must be followed:

• The supervisor and/or employee must call: COMPANY NURSE HOTLINE: 1-888-770-0929.
• Company Nurse will complete a report of injury and notify the Benefits Office.
• The employee will speak to a Registered Nurse who will provide homecare/first aid advice.
• If the injury is life threatening- call 911 immediately

If employee requires medical treatment:

MJC
• Stanislaus County employees requiring medical treatment must go to Sutter Gould Medical Foundation- Occupational Medical Clinic, 600 Coffee Road, Modesto CA.

Columbia
• Tuolumne County employees must seek initial treatment at: Indian Rock Prompt Care- 1000 Greenley Road, Sonora, CA 95370.

THE DISTRICT’S CLAIM ADMINISTRATOR, ATHENS ADMINISTRATORS, WILL DETERMINE IF A REPORTED INJURY/ILLNESS IS WORK RELATED.
Services Provided by Risk Management
• Web-Based Safety Training
• Injury and Illness Prevention Program
• Emergency Phone Number Card

Risk Manager
Dorothy Pimentel
209-575-6963
pimenteld@yosemite.edu
WHAT CAMPUS SAFETY DOES FOR YOU

- PARKING SERVICES & ENFORCEMENT
  - Motorist Assist Program
- LOST & FOUND
- ESCORT SERVICES
- LOCATIONS
- OPERATION ID PROGRAM
- MR. MAJOR/MR. MINOR
- CRIME PREVENTION
- 24/7/365

TRAININGS AVAILABLE

- Classroom Briefings
- ALICE Active Shooter Trainings
- Building Coordinators
- In case of Emergency on Campus
  - CERT Boxes

Campus Safety Dispatch: 209-575-6351 (24 hour)
Status of Campus: 209-575-6300 (Recording)
Website: http://www.mjc.edu/adminservices/safety/index.php
ALERT U

• KNOW WHAT’S HAPPENING IN AN EMERGENCY ON CAMPUS

• BROADCAST CRITICAL INFORMATION IN REAL TIME TO MOBILE DEVICES
  • SIGN UP TODAY!
    • MJC
      • TEXT MJC TO 55155 & REPLY “Y” TO THE WELCOME TEXT
    • COLUMBIA
      • TEXT COLUMBIA TO 55155 & REPLY “Y” TO THE WELCOME TEXT

Supported Carriers are: AT&T, Alltel, Boost, CellularOne, NEXTEL, Sprint, T-Mobile, U.S. Cellular, and Verizon

Campus Security: 209-575-6351
2016-17 Chapter Officers

- President- Debbi Partridge
- 1st Vice President- Sherri Suarez
- 2nd Vice President- Cirilo Torres
- Secretary- Maria Vivas
- Treasurer- Julie Hughes
- Communications- Rita Perez
- Chief Steward- Wendy Hesse

Check out more information at www.csea.com
CONGRATULATIONS!
WELCOME TO YCCD

- I’m a classified professional just like you
- CSEA represents over 225,000 members
- We are Chapter 420
- A little over 400 members strong
WHAT WE DO

- WE NEGOTIATE WAGE AND BENEFIT INCREASES
- WE PROVIDE SUPPORT IN JOB-RELATED ISSUES
- WE SUPPORT SCHOOL BOARD CANDIDATES THAT UNDERSTAND THE VALUE OF CLASSIFIED PROFESSIONALS
INTRODUCTION TO THE ASSOCIATION

- CSEA was founded in 1927 on the principle that all classified school employees deserve retirement security
- Started with 27 school custodians in Oakland
- Resulted in the governor signing a law guaranteeing us pensions (CalPERS)
OUR COLLECTIVE VOICE

- CSEA is the collective wishes, values, goals and priorities of all our members
- Our union is the megaphone by which the voice of a few becomes the combined voice of hundreds of thousands
- We are united by the common goal of improving the lives of our members, students and communities
GOVERNANCE

- CSEA is member governed
- Our Association President and Board is member elected
- We have our own chapter constitution
- We vote on policy and change at conference

Every voice matters! VOTE!
BENEFITS OF MEMBERSHIP

- Can VOTE on our contract
- Have the opportunity to attend conference
- Participate in trainings
- Have access to Member Benefits Service Centers
Member Benefits Guide

The Member Benefits Program offers CSEA members a unique way to earn back the dues they pay through special savings and discounts. Since we are such a large organization, we are able to buy tickets and services at a discount, group-rate. We pass these great savings on to our members as a reward for their membership in CSEA.

Browse Discounts (login required)

Amusement & Attractions

Automotive & Car Rentals

Lodging & Travel

Miscellaneous Discounts

Movie Theatres

Print & Go E-tickets

2016/17 Guide to CSEA Member Savings
Flip through the pages of the printed Member Benefits Guide Member Benefits Guide Flipbook.

Where to buy tickets
CSEA's Member Benefits Service Centers sell tickets in three locations and by phone. Tickets can also be purchased online.

BECOME A MEMBER JOIN CSEA
Questions About CSEA?
BEHAVIOR INTERVENTION TEAM (BIT)

What is the Behavior Intervention Team (BIT)?

• MJC’s BIT is a multidisciplinary and multijurisdictional team that meets and communicates regularly.
• The BIT is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonable pose, a threat to the safety and well being of the campus community.

Reporting to BIT

• Reporting to BIT plays a secondary role to all urgent circumstances and should be contacted only after initial emergency notifications are made.
• Faculty and staff can report persons of concern to the Behavior Intervention Team (BIT) by submitting a form online at: http://www.mjc.edu/studentservices/bit/index.php
• The BIT will evaluate the reported behaviors and put in place a course of action or intervention.
MANDATED REPORTER TRAINING

YCCD Board Policy: 3540
Sex and Gender Harassment and Sexual Misconduct
• Each law imposes differing responsibilities on different employees, creating a confusing and inconsistent set of overlapping standards and expectations.
The Duty to Report Acts of Sex/Gender Discrimination and Sexual Violence

- All faculty, employees and professional staff are expected to report acts of sex and/or gender discrimination -- including sexual violence -- involving any member(s) of the campus community, guests or visitors to the District Title IX Coordinator or College Campus Coordinator without delay.
## Reporting Responsibilities

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Employee: Full Reporting</td>
<td>“Jane Doe/John Doe” Anonymous Reporting</td>
<td>“Confidential” Reporting</td>
</tr>
<tr>
<td>Must report all known information regarding an incident to the Title IX Administrator or Campus Coordinator without delay</td>
<td>Report all information known about an incident except any personally identifying information about those involved</td>
<td>Report only non-identifiable, aggregate information regarding incidents disclosed to them</td>
</tr>
<tr>
<td>All employees except those in groups 2 and 3</td>
<td>Specifically designated employees (such as victim advocates)</td>
<td>Only professional Counselors &amp; Clergy</td>
</tr>
</tbody>
</table>
## GUIDING VICTIM REPORTING

**Victim wants:**

<table>
<thead>
<tr>
<th>Privacy</th>
<th>Confidentiality</th>
<th>Full Report to Title IX Coordinator</th>
<th>Full Report to Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should seek out advocate or other employee(s) designated by policy; Employee may maintain privacy but is required to make Jane/John Doe reports</td>
<td>Should seek out Mental Health counselors or clergy May also seek confidential resources from off-campus</td>
<td>Any employee should assist the victim with this request; Title IX Campus Coordinator will ensure that local law enforcement is notified to extent mandated by law</td>
<td>Any employee should assist the victim with this request; Local law enforcement will then also notify the Title IX Coordinator</td>
</tr>
</tbody>
</table>
THE DUTY TO REPORT CRIMES

- All employees (faculty & staff) are expected to report crimes involving any member(s) of the campus community to Campus Safety without delay, unless a sex crime victim does not wish the report to be made (a report must be made to the Title IX Campus Coordinator no matter what).
  - Exception: Reporting of child sexual and/or physical abuse should be made in accordance the District’s Policy on Child Abuse Reporting, BP/AP3518. In emergency situations, reports should be made immediately to local law enforcement.
  - Exception: Emergencies that impact health or safety of campus should be reported to local law enforcement even if a victim does not want to report.
The Title IX Coordinator’s role is to oversee efforts to investigate, remedy, stop and prevent all forms of sex harassment and sex discrimination on campus.

District Title IX Coordinator is:
Lloyd Jackson, Ph: (209) 575-6310 email: jacksonl@yosemite.edu

Title IX Website: https://www.yosemite.edu/title9
ON SITE TB TESTING:

• Administered by MJC Health Services
• Testing is a condition of employment

FINGERPRINTING BACKGROUND CHECK

• Mobile Live Scan
• Ace Fingerprinting $20
• Background Check w/YCCD $49
• Must begin process within 10 days of start date
Q & A

• THANK YOU FOR COMING TO THE YCCD NEW EMPLOYEE ORIENTATION

• ANY QUESTIONS?