




Welcome!
Kern Community
College District

**District-wide
New Employee Orientation**



The Day's Agenda

- Welcome & Introductions
- Chancellor's Message
- Payroll Presentation
- Benefits Overview
- Employment Information
- Discrimination/Harassment
- Economic & Workforce Dev. Educational Services.
- Safety/Workers' Comp/Public Safety

Information Packet - contents

- Presentation
- KCCCD Reaffirmation
- Sexual Harassment fact sheet & policy
- KCCCD Discrimination complaint process
- Workshop Evaluation
- FERPA fact sheet
- Brown Act
- FMLA Rights
- Benefits
- Employment Policies & Procedures
- CalSTRS/CalPERS

Meet & Greet!

Abe Ali & MJ Pasek





Sandra Serrano, Chancellor

- KCCCD Vision, Mission, Values
- KCCCD Board of Trustees
- KCCCD organizational structure
- Geographic service areas
- Student populations and demographics
- Code of Ethics

KCCCD Mission

- The mission of the Kern Community College District is to provide outstanding educational programs and services that are responsive to our diverse students and communities.



KCCCD Vision

The Kern Community College District will be recognized as an exemplary educational leader, partnering with our communities to develop potential and create opportunities. Successful students will strengthen their communities and, along with the faculty and staff, become life-long learners.

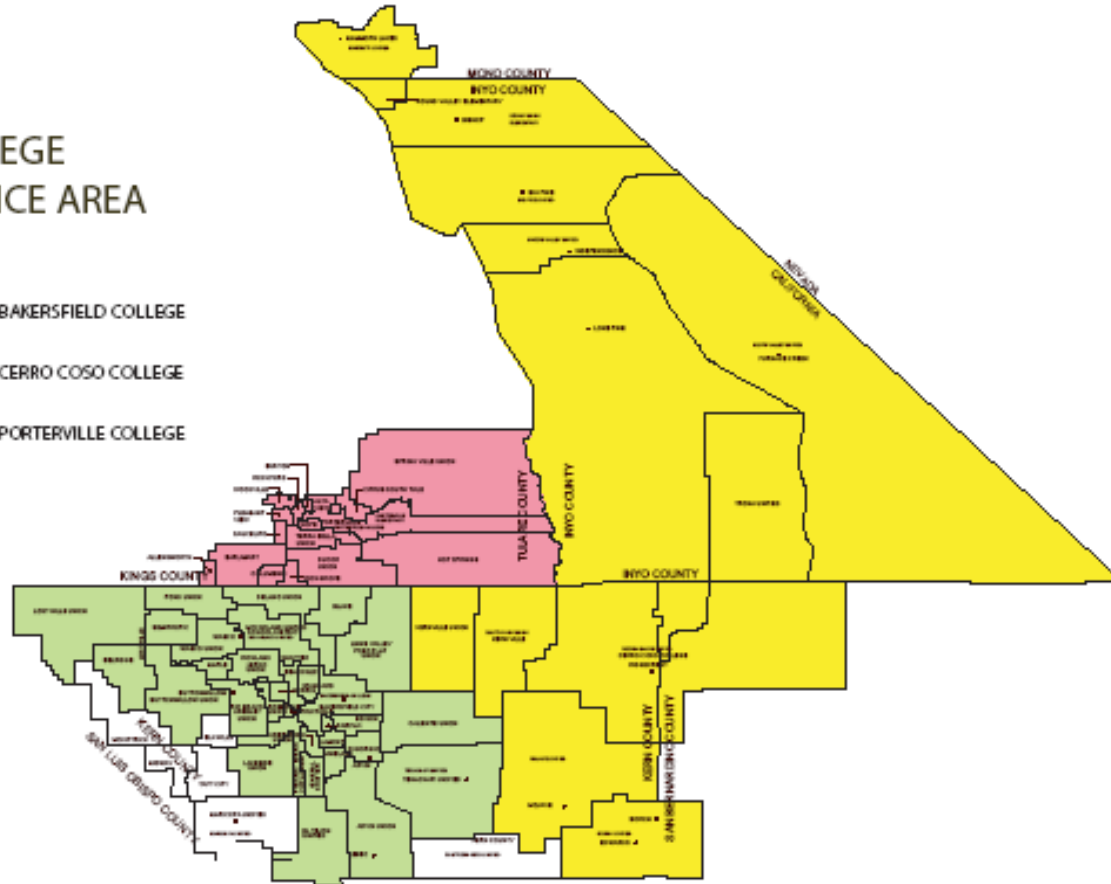
KCCD Values

- Students
- Accountability
- Communication
- Community Diversity
- Efficient and effective systems
- Equitable resource allocation
- Faculty and Staff
- Participatory Governance

KCCCD Service Area

COLLEGE SERVICE AREA

- BAKERSFIELD COLLEGE
- CERRO COSO COLLEGE
- PORTERVILLE COLLEGE





Kimberly McAbee

Payroll Department

- Pay dates and schedules
- Direct deposit procedures
- Absence report forms
- Floating holidays
- TB Screening
- Payroll Information on *myBanWeb*
- Questions & Answers

Absence Report Form



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Classified and Confidential/Management Employee Absence Report

I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)				
Identification Number	Employee's Name <i>(Please Print)</i>			
Employee's Signature	Date	Department/Office		
C O D E	(V) Vacation	Date(s)	Code	Hours
	(J) Jury Duty or Witness			
	(S) Sick Leave			
	(P) Personal Necessity Leave* _____			
	(FN) Family Necessity**			
	(WC) Workers' Compensation			
	(B) Bereavement (State Relationship)			
	(U) Unpaid			
(F) Floating Holiday***				
(C) Compensatory (Accrued) Time				
(O) Other (Identify) _____				
Supervisor's Signature	Date	College President's/Designee's Signature	Date	
* <i>Classified employee not wishing to state reason may have personal necessity cleared by discussing situation with Campus President/District Administrator or designee.</i>		** Is this family necessity leave for one of the following? Child, Parent, or Spouse <input type="checkbox"/> YES <input type="checkbox"/> NO		
*** <i>Floating Holiday for Classified Employees Only</i>				

11/2009 (2)
DOHR

Original to: KCCD Human Resource/Payroll Office

Copies to: College Human Resources and Employee

Access Payroll Information on our secure Web site

The screenshot shows a Microsoft Internet Explorer browser window titled "Kern Community College District Information System - Microsoft Internet Explorer". The address bar displays the URL: https://banweb.kccd.edu/prod/twbkwbis.P_GenMenu?name=homepage. The page header features the "Kern Community College District" logo and the "myWEB" logo, along with the names of the three colleges: Bakersfield College, Cerro Coso Community College, and Porterville College. On the right side of the page, there are links for "HELP" and "EXIT". A vertical list of links is provided on the left side, each accompanied by a document icon:

- [Login to Secure Area](#)
- [Submit an Admission or Update Form](#)
- [Financial Aid Information](#)
- [College Course Catalogs](#)
- [College Employee Directories](#)
- [College Class Schedules Search](#)
- [Bakersfield College](#)
- [Cerro Coso Community College](#)
- [Porterville College](#)

Below the list of links, the text "RELEASE: 7.4" is displayed. The browser's status bar at the bottom indicates "Local intranet".

Log In with your User Id and Password

User Login - Microsoft Internet Explorer

Address https://banweb.kccd.edu/prod/twbkwbis.P_WWWLogin

Kern Community College District
myWEB
Bakersfield College
Cerro Coso Community College
Porterville College

HELP EXIT

User Login

Please enter your user Identification Number (ID) and your 6-digit numeric Personal Identification Number (PIN). When finished, click Login.

If you have forgotten your PIN, enter your User ID then click Forgot PIN?

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 7.4

Done Local intranet

Options to review your detail Payroll information

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Employee Menu' web application. The browser's address bar shows the URL: https://banweb.kccd.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu. The page header features the 'Kern Community College District' logo and the 'myWEB' logo, along with the names of the colleges: Bakersfield College, Cerro Coso Community College, and Porterville College. Below the header, there are three tabs: 'Personal Information', 'Employee' (which is selected), and 'Finance'. On the right side of the page, there are links for 'RETURN TO MAIN MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee Menu' and contains four menu items, each with a circular icon and a brief description:

- Benefits and Deductions**: View your medical plan; Links to other benefit plans
- Pay Information**: View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- Tax Forms**: Change W-4 information; View your W-2 Form or T4 Form.
- Retirement Menu**

At the bottom of the page, the text 'RELEASE: 7.3.3' is displayed. The browser's status bar at the bottom indicates 'Local intranet'.

Pay Selection Types

Pay Information Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://banweb.kccd.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_PayMenu

Kern Community College District *myWEB* Bakersfield College
Cerro Coso Community College
Porterville College

Personal Information **Employee** Finance

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Pay Information Menu

- [Direct Deposit Breakdown](#)
- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)

RELEASE: 7.3.3

Local intranet

Sample of Pay Periods

Select Pay Stub Summary - Microsoft Internet Explorer

Address: https://banweb.kccd.edu/prod/bwplkhtb.P_DisPayStubSum

Kern Community College District
myWEB
Bakersfield College
Cerro Coso Community College
Porterville College

Personal Information **Employee** Finance

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

Pay Stubs for 2009

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
May 29, 2009	May 01, 2009	May 31, 2009			
Apr 30, 2009	Apr 01, 2009	Apr 30, 2009			
Mar 31, 2009	Mar 01, 2009	Mar 31, 2009			
Feb 27, 2009	Feb 01, 2009	Feb 28, 2009			
Jan 30, 2009	Jan 01, 2009	Jan 31, 2009			

[Change Year](#)

RELEASE: 7.3.0.1

Done Local intranet

Web Pay Stub

Select Pay Stub Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://banweb.kccd.edu/prod/bwphstb.P_DispayStubDt?yr=2009&doc_date=29-MAY-09&pic=02&payno=5&seq_no=0

Kern Community College District **myWEB** Bakersfield College
Cerro Coso Community College
Porterville College

Personal Information **Employee** Finance

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

View Pay Stub Detail

Pay Stub Summary

Pay Stub Date:
Gross Amount:
Total Personal Deductions:
Net Amount:
Total Employer Contributions:

Check or Direct Deposit

Number	Document Type	Bank Name
461272	Direct Deposit	Kern Schools Federal Credit Union
461272	Direct Deposit	Wells Fargo Bank

Earnings

Type	Hours
Holiday Pay	
Regular Pay	

Benefits or Deductions

Type	Personal Deduction
AFLAC PRODUCTS	
California State Tax	
Delta DPO Plan	
Employment Development Dept	
Federal Withholding Tax	
Fica Medicare	
Fica Oasdi	
Public Employees' Retire Syst	
Unimerica Basic Life	

Your total payroll summary will list your Earnings broken down Earnings Type Direct Deposit information will be listed separate If you have more than one Bank Account Benefits or Deductions will be split by Employee Personal deductions and the Employer Contributions

Totals on the example are blank due to live data

Done Local intranet

Payroll Contacts

- Kimberly McAbee (Certificated & Mgmt.)
(661) 336-5121
- Anna Meyer (Classified & Confidential)
(661) 336-5114
- Stephanie Goin (Part-Time Hourly & Students) (661) 336-5113
- Stephanie Goin (Adjunct Faculty)
(661) 336-5113



Judy Marty

Benefits Coordinator

- Health Insurance
- Dental Insurance
- Vision Plan
- Life Insurance
- Employee Assistance Program
(EAP)

Benefits Cont..

- AFLAC Flexible Spending Account (FSA)
- Retirement Plans (STRS & PERS)
- 403(b) Plans (JEM Services)
- COBRA continuation coverage
- Questions & Answers



Clint Dougherty HR Manager

- State & Federal EEO laws and regulations
- KCCCD Non Harassment / Discrimination policy & procedure
- Sexual Harassment Prevention
- Labor Relations



State & Federal Laws

- Title VII – Civil Rights Act 1964
- California FEHA
- Americans with Disabilities Act -1990
- FERPA - 1974
- Brown Act



State & Federal Laws continued

- Family Medical leave Act (FMLA)
- California Family Rights Act (CFRA)

Nondiscrimination statement

- **11D Nondiscrimination** *(Revised July 12, 2001)*
- The Kern Community College District will not tolerate discrimination against any person. Unlawful discrimination is defined as special or disparate treatment based on race, color, ethnic group identification, ancestry, religion, sex, sexual orientation national origin, age, and/or physical or mental disability. The District will enforce all state and federal laws prohibiting discrimination.

Sexual Harassment

- Title VII Civil Rights Act
- FEHA
- California AB1825



KCCD Sexual Harassment Policy

- **11D2A** The Board of Trustees of the Kern Community College District will not tolerate any behavior which constitutes sexual harassment of staff or student. It is the policy of the Kern Community College District that members of the college community, including visitors, guests and contractors, may not sexually harass another person.

Forms of Sexual Harassment

Types

- Physical Harassment
- Verbal Harassment
- Visual Harassment

Forms

- Quid Pro Quo
- Hostile Work Environment



KCCD Discrimination/ Harassment Policy

- Discrimination Complaint Process
- Informal & Formal Complaint Procedure
- Appeal rights to administrative decision



Resa Hess, HR Manager

Employment Topics

- Initial Employment period (probation)
- Performance evaluations
- Transfers & employment opportunities
- Professional development
- Enrollment retirement systems
- Leaves

Initial Employment Period (probation)

- Confidential/Management (1 year probationary period)
- Classified (1 year probationary period)
- Faculty (4 year probationary period)

Performance Evaluations

- Confidential/Management

 - Annually (first 2 years);

 - Every 2 years thereafter;

- Faculty (abbreviated and comprehensive)

 - Annually (first 4 years);

 - Every 3 years thereafter;

- Classified (annually)

 - 3, 6 and 11 months of probationary period;

 - Annually thereafter;



Employment & Transfer Opportunities

- Job Opportunities/ Employment Announcements
- Each employee group has definitive transfer and reassignment language.

Professional Development

- District and college initiated staff development opportunities are open to all employee groups.
- Individual opportunities are offered as well



Retirement Systems

Enrollment in a retirement program is mandatory for all employee groups.

- CalSTRS
- CalPERS
- District Defined Benefit Plan
- STRS Defined Benefit Plan

Types of Leaves and Leave Accruals

■ Sick

Classified

8 hours/mo.

Management

8 hours/mo.

Faculty

10 days,
175 day contract

- Personal illness only; Medical Appointments
- Doctor's note may be required if illness exceeds 3 days;

■ Vacation

Classified

0-5 years = 6.67 hours/mo.

5-9 years = 10 hours/mo.

After 9 years = 13.33 hours/mo.

Management

16 hours/mo.

Faculty

n/a

Types of Leaves continued...

■ **Personal Necessity**

- May use up to 56 hours of sick leave as personal necessity.
- Anything other than sick leave or vacation.
- Personal business, legal/court, etc.
- Fiscal year – July 1st through June 30th

■ **Family Necessity**

- May use up to 48 hours of sick leave and personal necessity leave as family necessity.
- Illness or medical appointment for family.
- Can only be used for child, spouse or parent.
- Calendar year – January 1st through December 31st.

Family Necessity requires explanation on absence report unless prior supervisor approval.

Types of Leaves continued..

■ Bereavement

Management and Classified – 5 days;

Faculty – 3 days or 5 days if out of state travel;

■ Jury Duty

■ Catastrophic Leave Donations

■ Other leaves specific to employee groups



District Offices Contact Information

- District Human Resources (661) 336 -5140
- Payroll (661) 336-5121
- Chancellor's Office (661) 336-5104
- Educational Services (661) 336-5108
- Business Services (661) 336-5117
- Information Technology (661) 336-5170



Bob Hawkes
Director
Economic and Workforce
Development

- **John Means-Vice Chancellor Workforce Development**



Sheila Shearer, Safety & Health Coordinator

- Job related safety issues
- Emergency preparedness & response
- Worker's compensation
- Smoking policy
- Questions & Answers



Questions and Answers

- Reminder to complete Orientation Evaluation Feedback form
- Ensure that you have completed Sign-In for attendance