



WELCOME TO SBCCD!

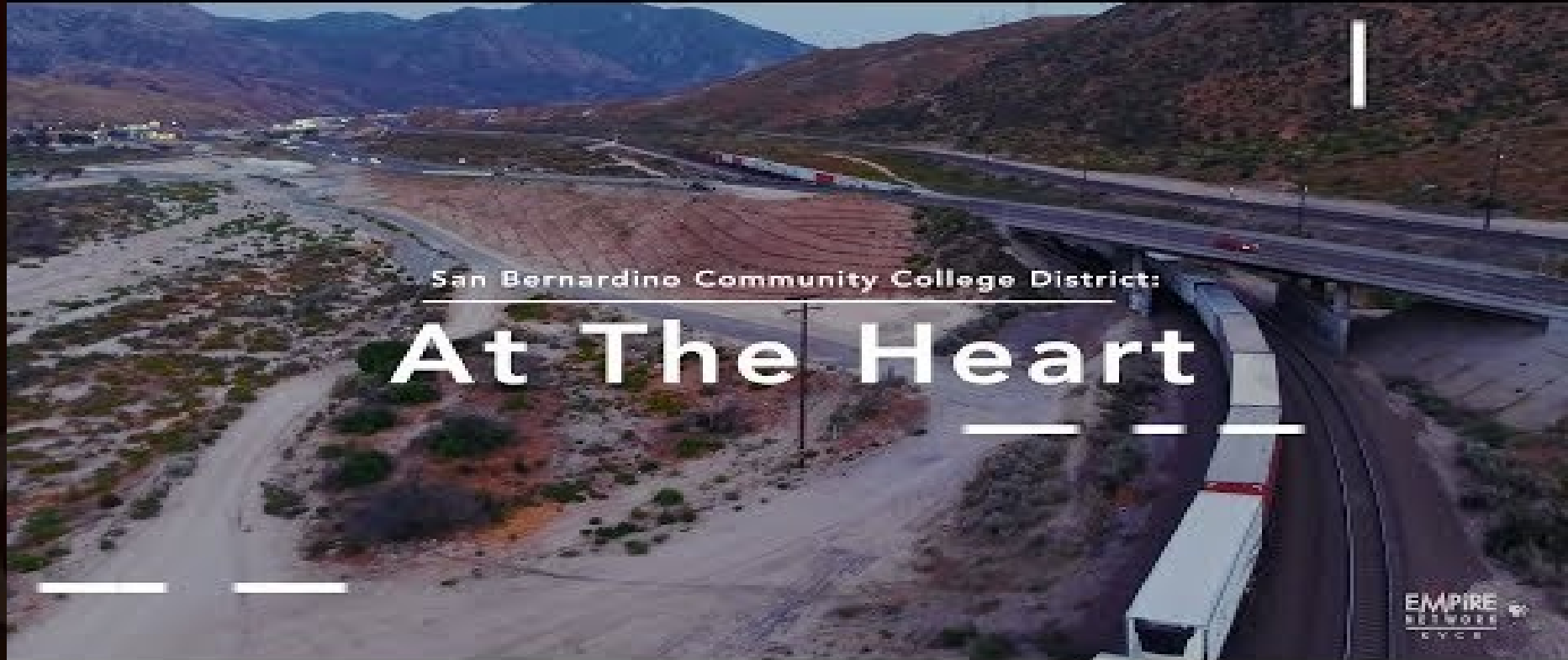
NEW HIRE ORIENTATION AGENDA ITEMS

Today you will learn about...

- The makeup of SBCCCD
- Mission and Values of SBCCCD
- SBCCCD Policies and Procedures
- Payroll, Health Benefits, and Retirement Benefits
- Leaves and Time off
- Probationary Periods and Evaluation Timelines
- Stay in touch info
- Questions, concerns, comments



MAKE UP OF SBCCD



WHO IS SBCCCD?

MISSION STATEMENT

The San Bernardino Community College District (SBCCD) transforms lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges (San Bernardino Valley College and Crafton Hills College) and public broadcast system (Empire Network- KVCR FM/TV) by providing high quality, effective and accountable instructional training programs and services to the students and communities we serve.

FAST FACTS



- One of 72 California Community College Districts and two of 115 California Community Colleges
- 93 years in the Inland Empire community
 - SBVC est. 1926 & CHC est. 1972
- 40,000 students served per year district wide
- Employee population comprised of
 - 246 Full Time Faculty
 - 731 Adjunct Faculty
 - 408 Classified Staff
 - 95 Administrators
 - 640 Hourly

2,120

BOARD OF TRUSTEES



**Dr. Anne
Viricel,**
President



**Dr.
Stephanie
Houston,**
Vice
President



**Gloria
Macias
Harrison,**
Clerk



**Joseph
Williams,**
Trustee



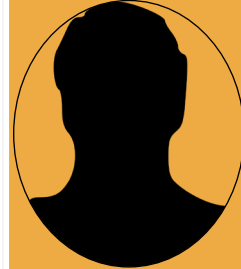
**Dr. Donald
Singer,**
Trustee



**Frank
Reyes,**
Trustee



**John
Longville,**
Trustee



**Adrian
Rios,**
SBVC
Student
Trustee



**Alex
Ramos,**
CHC
Student
Trustee

SBCCCD EXECUTIVE TEAM



Jose Torres,
Interim Chancellor



Diana Rodriguez, SBVC President



Dr. Kevin Horan, CHC President



Kristina Hannon, Vice Chancellor
Human Resources & Police Services



POLICIES & PROCEDURES

SBCCCD BOARD POLICIES & PROCEDURES



SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT



WELCOME

- ▶ About SBCCD
- ▶ Board of Trustees
 - ▶ Agendas and Minutes
 - ▶ Policies & Procedures
 - ▶ Trustees
 - ▶ Board Meetings
 - ▶ Board of Trustees Meeting Highlights
 - ▶ BOT - CTE Committee
 - ▶ BOT - Finance Committee
- ▶ Office of the Chancellor
- ▶ District Faculty & Staff Information/Forms
- ▶ For Students
- ▶ About Measure CC

BOARD POLICIES & ADMINISTRATIVE PROCEDURES

[Cross Reference Old and New Policies & Procedures](#)

[APBP Progress 5-16-17](#)

[Brand New \(to the District\) APs and BPs](#)

[Chapter 1: The District](#)

[Chapter 2: Board of Trustees](#)

[Chapter 3: General Institution](#)

[Chapter 4: Academic Affairs](#)

[Chapter 5: Student Services](#)

[Chapter 6: Business & Fiscal Services](#)

[Chapter 7: Human Resources](#)

OUR COLLECTIVE BARGAINING UNITS



- Chapter #291
- Represents FT/PT classified employees (except managers)
- Service Fee \$36.75/month
- Membership Fees: \$25/year or 1.5% of hourly rate (whichever is lower)

Websites:

<http://www.calcsea.org/>

<http://members.csea.com/memberhome/chapter291>



- Region IV
- Represents teachers, counselors, school librarians, social workers, psychologists, and nurses
- Fair Share Fee \$99.40 for Full time or \$29.93 for part time (10 monthly payments (not employed with another district))

Websites:

<https://www.cta.org/>

<http://www.nea.org/>

No formal policy

Use your best judgement

Professional attire while conducting District business on or off campus

Required uniforms: Police Officer, Security Officer, Custodian, Grounds & Maintenance, Food Services, and Child Development.

If unsure, consult with your supervisor

DRESS CODE

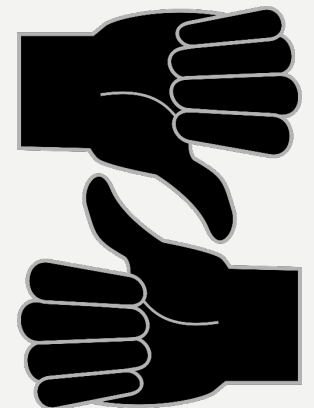




- Parking enforcement Monday-Friday from 7:00am-4:30pm
- Employees are required to have a valid permit displayed at all times in their vehicle
- Disabled parking and illegal parking are enforced at all times by district police department
- Motorcycles are not required to have a permit. (motorcycles must be parked in labeled motorcycle parking areas)

PROBATION AND EVALUATION SCHEDULE

Job Classification	Probation Period	Probationary Evaluations	Regular Evaluations
Classified (CSEA)	6 Months (12 Months for Police Officers)	2 nd and 4 th Month	Due April 30 th , once every 2 years
Confidential	12 Months	3 rd , 6 th , 9 th Month	Due April 30 th , once every 2 years
Faculty	4 years	Annually for the first 4 years.	Every 3 years in spring or fall
Temporary Faculty	N/A	N/A	N/A
Management	N/A	N/A	Annually in November
Interim (Management)	N/A	N/A	N/A



*Classified and Confidential Employees become permanent after probation period ends
Management service is renewable only by mutual, written agreement of the parties.*



YOUR COMPENSATION

WORK HOURS AND PAY DATES

District Hours of Operation M-F 8:00 am-5:00 pm

Summer 4/10 schedule during June and July M-Th 7:00 am- 5:00pm

Work Week = 40 hours/8 hours per day (30 to 60 minute lunch)

Workweeks may vary depending on your responsibilities and respective department

Category	Pay Period Ends	Pay Date
-Classified -Confidential -Management	Last day of the calendar month	Last business day of the calendar month
-Academic	Last day of the calendar month	First working day of the next calendar month

The method of time reporting used is the “exception” method. This method assumes that an employee works their regularly assigned hours unless an absence is reported on the work report. Paper work reports are due by the 3rd working day of the following month in which work was performed.

SALARY SCHEDULES



SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT



WELCOME

- ▶ About SBCCD
- ▶ Board of Trustees
- ▶ Office of the Chancellor
- ▶ District Faculty & Staff Information/Forms
- ▶ For Students
- ▶ About Measure CC
- ▶ **Human Resources/Jobs**
 - ▶ Annual Security Report
 - ▶ Bargaining Agreements
 - ▶ Classification Study 2019
 - ▶ Compliance Hotline
 - ▶ Employee & Labor Relations
 - ▶ Equal Employment Opportunity Plan
 - ▶ Newsletters
 - ▶ Career Opportunities
 - ▶ Benefit Information
 - ▶ Health Care Reform
 - ▶ Job Descriptions
 - ▶ **Salary Schedules**
 - ▶ FAQs-HR
 - ▶ Health and Wellness
- ▶ Economic Development &

SALARY SCHEDULES

- [Academic](#)
- [Adjunct](#)
- [Classified](#)
- [Classified-Child Development Center](#)
- [Confidential](#)
- [Management](#)
- [Executive Management](#)
- [Professional Expert](#)
- [Short-Term](#)
- Student Workers \$13.00 per hour effective 1/1/20
- Substitutes: Refer to step A of the Classified Salary Schedule

Only for non-exempt employees (CSEA)

Time worked over 8 hours in a day

Time worked over 40 hours in a week (Monday-Sunday)

Required to obtain prior authorization from your manager prior to working overtime

Overtime paid at 1 ½ times hourly rate

OVERTIME PROVISIONS



ACCESSING ELECTRONIC PAY STUBS



- If on direct deposit, access electronic earnings statements online through self service portal
- BestNET
<https://employeeselfservice.sbcss.k12.ca.us/login.aspx>
- View and print up to 2 years of most recent earning statements
- View and print up to 5 years of most recent W2's
- Confirm tax filing status and deductions



YOUR TIME OFF

ACCRUED TIME OFF

Category	Sick Leave	Personal Necessity	Vacation
Classified	Advanced 96 hours every July 1 st (Prorated for the first six months)	48 hrs (included in sick leave hours)	Accrued Monthly 0-4 years = 8 hours 5+ years = 10 hours No cap
Management	Advanced 96 hours every July 1 st	48 hours (included in sick leave hours)	16 hours per month Capped at 384 hours
Academic	Advanced 10, 11 or 12 days every July 1 st	6 days (included in sick leave hours)	N/A

LEAVE OF ABSENCE

Type of Leave	Classified	Confidential	Management	Academic
Sick	✓	✓	✓	✓
Vacation	✓	✓	✓	N/A
Personal Necessity	✓	✓	✓	✓
Pregnancy/Maternity	✓	✓	✓	✓
Extended Illness	✓	✓	✓	✓
Industrial Accident	✓	✓	✓	✓
Bereavement	✓	✓	✓	✓
Jury Duty	✓	✓	✓	✓
Military Service	✓	✓	✓	✓
FMLA	✓	✓	✓	✓
Baby Bonding	✓	✓	✓	✓
Sabbatical	N/A	N/A	N/A	✓
Unpaid	✓	✓	✓	✓

**2019-2020
HOLIDAY
SCHEDULE**

Paid Holiday (except for faculty)	Date
Martin L. King Day	01/20/2020
Lincoln's Day	02/07/2020
Washington's Day	02/17/2020
Memorial Day	05/25/2020



YOUR RETIREMENT

YOUR RETIREMENT PLAN AKA YOUR PENSION



- For academic/certificated positions
- Employee contribution: 10.25% of your monthly base salary
- 5 years of full-time service credit to become vested
- Classic Members: 2% @ 60 formula
- PEPRAs Members: 2% @ 62 formula
- Website: www.calstrs.com



- For classified positions
- Employee contribution: 7% of your monthly base salary
- 5 years of full-time service credit to become vested
- Classic Members: 2% @ 55 formula
- PEPRAs Members: 2% @ 62 formula
- Websites: www.calpers.ca.gov

A stage with red curtains on the left and right sides. In the center, there is a large black rectangular screen. Below the screen, the text "INTRODUCTION TO CALPERS" is written in a white, serif font, and it is reflected on the floor below it.

INTRODUCTION TO CALPERS



INTRODUCTION TO CALSTRS



YOUR HEALTH BENEFITS

HEALTH BENEFIT PLANS

Medical

- Kaiser HMO \$30
- Kaiser HMO \$10
- Anthem HMO
Narrow Network
\$10
- Anthem HMO Full
Network \$10
- Anthem PPO
- Opt-Out \$250
Stipend

Dental

- DeltaCare HMO
- Delta Dental PPO

Vision

- EyeMed

Life Insurance

- Basic Life (\$50k)
- Basic AD&D
(\$50k)
- Optional Life and
AD&D available at
employee cost

Disability Insurance

**SBCCD employees do not pay into CA SDI*

Accident Insurance

Cancer Insurance

Medical Flexible Spending Account (FSA)

Dependent Day Care Account

SUPPLEMENTAL INSURANCE OPTIONS





STAY IN TOUCH

HUMAN RESOURCES DEPARTMENT

Name/Title	Email	Phone Number
Kristina Hannon, Vice Chancellor	khannon@sbccd.edu	909-388-6940
Joe Opris, Director	jopris@sbccd.edu	909-388-6942
Cory Elmore, Associate Director	celmore@sbccd.edu	909-388-6943
Karla Zaragoza, HR Analyst	kzagoza@sbccd.edu	909-388-6946
Tiffany Guevara, HR Analyst	tguevara@sbccd.edu	909-388-6944
Janae Jacoby, HR Analyst	jjacoby@sbccd.edu	909-388-6945
Karen Thomas, HR Generalist (CHC)	kthomas@sbccd.edu	909-388-6951
Melanie Gonzales, HR Generalist (DIST)	mgonzales@sbccd.edu	909-388-6947
Brandy Perez, HR Generalist (SBVC)	brperez@sbccd.edu	909-388-3950
Stacy Holloway, HR Generalist (SBVC)	sholloway@sbccd.edu	909-388-6949
Marcela Navarro, HR Generalist (DIST)	mnavarro@sbccd.edu	909-388-6948
Gustavo Chavez, HR Coordinator (DIST, CHC)	guchavez@sbccd.edu	909-388-6952
Maria Torres, HR Coordinator (SBVC)	mtorres@sbccd.edu	909-388-6954

STAY UP TO DATE AND CONNECTED WITH SBCCCD

www.sbccd.org



<https://twitter.com/SBCCCDcolleges/>



<https://www.facebook.com/SBCCCD/>



<https://www.instagram.com/sbcccdcolleges/>



<https://www.linkedin.com/company/san-bernardino-community-college-district/>





WHO WE ULTIMATELY SERVE





ANY FURTHER
QUESTIONS,
COMMENTS OR
CONCERNS