



SOLANO
COMMUNITY COLLEGE

**Seasonal, Periodic
&
Short-Term Temporary/Substitute
Hiring Manual**

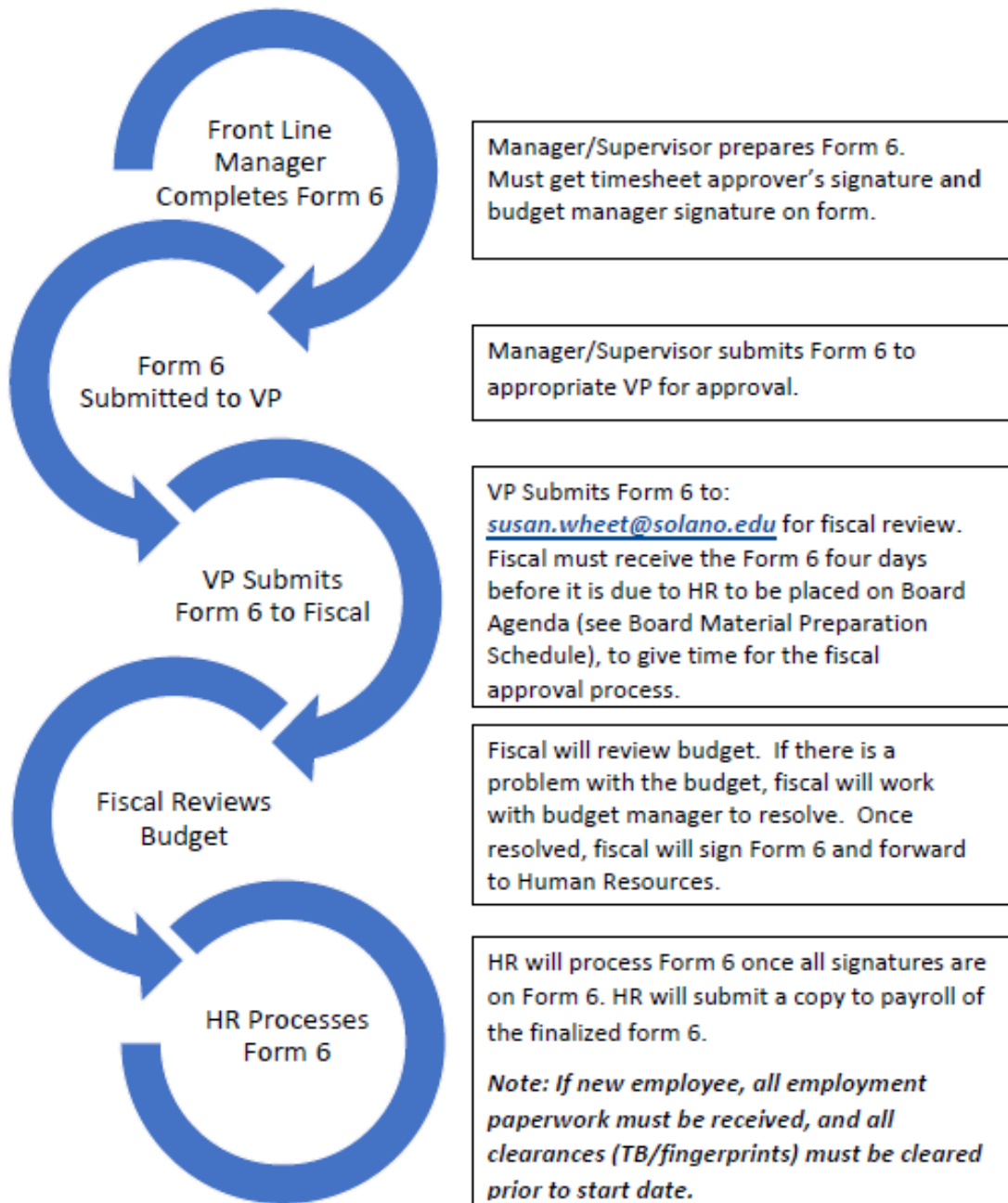
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PROCESS OVERVIEW

Form 6 Approval Process



See Page 6 for how to complete the Form 6

PROCESS OVERVIEW

When to Use a Form 6

Education Code Section 88003

Substitute and short-term employees employed and paid for less than 75 percent of a college year, shall not be part of the Classified Service.

Solano Community College Board Policy 4710

Short-term employee: Any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continual basis. **May not exceed 25 hours per week or 100 hours per month.**

- ***Short Term Project*** – Cannot exceed 150 work days or 999 hours per fiscal year; whichever comes first.
- ***Short Term Seasonal*** – Cannot exceed 135 work days or 999 hours per fiscal year; whichever comes first.
- ***Short Term Periodic*** – Cannot exceed 105 work days or 999 hours per fiscal year; whichever comes first. (Not to exceed more than 35 days each semester, or summer session.)

Substitute employee: Any person employed to replace any classified employee who is temporarily absent from duty and an employee who has resigned or retired as long as the position is in the process of recruitment. **May not exceed 25 hours per week or 100 hours per month.**

- ***Leave of Absence Substitute*** – Cannot exceed 150 work days or 999 hours per fiscal year; whichever comes first.
- ***Resigned or Retired Substitute*** – Cannot exceed 60 calendar days including Saturdays and Sundays. If needed, an extension may be requested by the Department Manager and forwarded to HR for approval. (CSEA positions will require Association approval.) May not exceed 999 hours per fiscal year; PERS retirees may not exceed 960 hours; whichever comes first.

Student worker employee: Full-time students employed part-time and part-time students employed part-time in any college work-study program or in a work experience education program and which is financed by state or federal funds. **May not exceed 25 hours per week or 100 hours per month.**

Regular Employee – Additional Assignment: Any regular employee who will be working in an additional assignment temporarily. Due to complications in the Fair Labor Standards Act, classified employees with an additional assignment may not work any overtime. Stipends are not an option for classified employees.

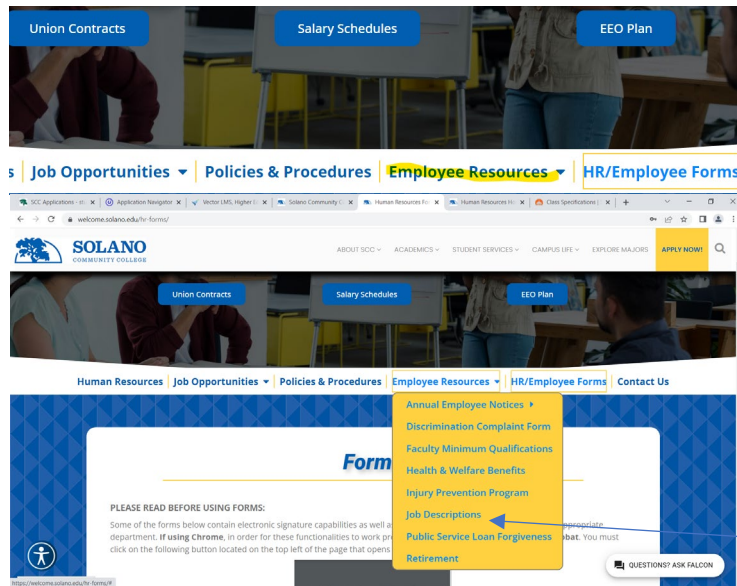
Hourly Academic (Faculty): Any additional assignment given to faculty member; may be a Full-time faculty member, or an Adjunct faculty member.

WHAT TYPE OF EMPLOYMENT WILL IT BE?

There are job descriptions for most positions; they can be found on the HR website homepage.

Go to: <https://welcome.solano.edu/hr-homepage/> and click “Employee Resources”

1. Select “Job Descriptions” from the Drop-Down menu.
2. Use the Search tool to find specific job titles. Click a title to see the full job description in a pop-up window.



The job description should match, as close as possible, the tasks that you need your employee to do. If your job description is not listed, please speak with the Human Resources Director.

You may not create a new job description without discussing and receiving approval from the Human Resources Director. Please note, if you choose to consider a new job description, you may be required to have the position approved by the Governing Board.

You will be hiring for: CSEA; Operating Engineers; Interpreter; or Short-term Seasonal, Periodic positions. There are a total of four (4) salary schedules to choose from (samples below). Current Salary Schedules are found online at <https://welcome.solano.edu/hr-homepage/> choose “Salary Schedules” as shown in the screen shot below.

You will determine the employment based on one of the positions from the salary schedules.

Human Resources

Union Contracts

Salary Schedules

EEO Plan

All Salary Schedules are located on the HR homepage. They are updated as changes are approved by the Governing Board.

Short-term, Seasonal & Periodic Positions

SOLANO COMMUNITY COLLEGE Short-term, Seasonal, Periodic and Student Worker Salary Schedule Effective 07/21/2022

Seasonal and Periodic

Assistant Athletic Coach	\$17.50/\$22.00 (Max of \$8,300.00 per seasonal sport)
Athletic Onsite Administrator	\$36.50
Driver	\$15.75
Fire Science Academy Classroom Assistant	\$15.75
Journey Level Assistant	\$26.00
Lifeguard	\$15.75/\$16.75
Maintenance/Facilities	\$15.75
Note taker	\$52.25 per semester
Office Assistant	\$15.75
Public Safety Officer	\$26.00
Registration Aide	\$15.75/\$16.75
Special Projects	\$26.00 – \$78.50
Sworn Public Safety Sergeant	\$41.75
Teaching Apprentice	\$22.00
Telemarketing	\$15.75
Theatre staff:	
Box Office Clerk	\$15.75
Box Office/House Manager	\$15.75
Production Assistant	\$15.75
Theatre Assistant	\$15.75
Theatre Event Technician	\$17.25
Senior Stage Technician	\$19.25
Tutor	\$16.75/\$17.25

Student Workers

All Student Workers	\$15.75
---------------------	---------

The following Student Worker Positions have designated ranges. The higher pay rate and minimum qualifications are determined by the manager:

Early Learning Center Staff:

Aides	\$15.75
Intern 1	\$16.25
Intern 2	\$16.75
Lab Assistant 1	\$17.25
Lab Assistant 2	\$18.25

Disabled Services Program:

Adapted PE Assistant	\$15.75
Mobility Assistant	\$15.75

Tutor	\$16.75/\$17.25
-------	-----------------

Special Projects

The Special Projects Position and Pay Rate **MUST** be Approved by the Human Resources Director.

Paid in Increments of \$5

Pay Range:
\$25 - \$75

Temporary Interpreter Positions

SOLANO COMMUNITY COLLEGE
Temporary Interpreter Salary Schedule
Effective 07/21/2022

Title	Level I	Level II	Level III
Beginning Interpreter	\$15.75	\$16.75	-----
Intermediate Interpreter	\$17.75	\$18.75	\$19.75
Advanced Interpreter	\$22.00	\$24.00	\$26.25
Intern	\$27.25	-----	-----

Temporary Interpreter Salary Schedule Requirements

Level	Educational Requirements	and	Skills / Education
Beginning Interpreter	ASL 2 eligible (or) demonstrated competency for this level of placement.		Satisfactory skills assessment for this level.
Intermediate Interpreter	ASL 3 eligible and documentation of interaction and/or contact with the Deaf community (or) demonstrated equivalent skill.		Range advancement at discretion of manager is contingent upon completion of additional skills enhancement training and a skills assessment evaluation.
Advanced Interpreter	ASL 4 eligible and documentation of interaction and/or long-term contact with the Deaf community (or) satisfactory skills assessment evaluation for this level.		Range advancement at discretion of manager is contingent upon completion of additional skills enhancement training and a skills assessment evaluation.
Intern	Completion of ASL certificate (or) AA degree in ASL.		Satisfactory skills assessment for this level.

Operating Engineers Positions

2022 - 2023
LOCAL 39/OPERATING ENGINEERS
SHORT-TERM PROJECT/TEMPORARY/SUBSTITUTE
Effective 07/21/2022

POSITION	RATE OF PAY
Custodian	\$15.68
Courier	\$15.68
General Maintenance Worker	\$15.68
Grounds Maintenance Technician	\$15.68
Kinesiology/Athletic Assistant	\$15.68
Theater Technician	\$15.68
Lead Custodian	\$16.20
Warehouse Operator	\$16.20
Theater Production Technician	\$17.74
Athletic Trainer	\$19.33
Anatomy/Physiology Lab Tech	\$20.17
Automotive Lab Technician	\$20.17
Biology Lab Technician	\$20.17
Biotechnology Lab Technician	\$20.17
Chemistry Lab Technician	\$20.17
Physical Science /Engineering Lab Technician	\$20.17
Science Lab Technician	\$20.17
Welding Lab Technician	\$20.17
Carpenter	\$22.05
Electrician	\$22.05
Maintenance Engineer	\$22.05
Lead Carpenter	\$23.03
Lead Engineer	\$23.03
Vehicle & Equip. Mechanic	\$23.03
Telecommunications Network Technician	\$26.41
Telecommunications Network Engineer	\$27.63

Board Approved: 07/20/2022

Operating Engineers

These positions assist in the following areas.

- Athletics
- Automotive
- Facilities
- Science Department
- Telecommunications

CSEA Positions

2022-2023
CSEA SHORT-TERM PROJECT/SUBSTITUTE SALARY SCHEDULE
Effective 07/21/2022

TITLE	RATE OF PAY		TITLE	RATE OF PAY
Cook	\$15.68		ELC Programs Specialist	\$19.75
			Learning Resources Technician II	\$19.75
Instructional Lab Assistant I	\$15.89		Outreach Specialist	\$19.75
			Photography Lab Technician	\$19.75
Administrative Assistant I	\$16.59		Purchasing Technician	\$19.75
Clerical Specialist	\$16.59			
Cosmetology Lab Assistant	\$16.59		Accounting Technician	\$20.62
Instructional Assistant I	\$16.59		Admissions & Records Analyst	\$20.62
Occupational Ed Assistant	\$16.59		Career & Job Placement Coordinator	\$20.62
Student Services Assistant I	\$16.59		Curriculum Analyst	\$20.62
			Financial Aid Specialist	\$20.62
Administrative Assistant II	\$17.31		Payroll Specialist	\$20.62
Cashier	\$17.31		Research Analyst / Res. & Plan.	\$20.62
Instructional Lab Assistant II	\$17.31		Student Affairs Specialist	\$20.62
Learning Resources Technician I	\$17.31			
			Alternate Media Specialist	\$21.58
Account Clerk	\$18.11		EOPS/CARE Coordinator	\$21.58
Accounting Specialist I	\$18.11		Financial Aid Systems Analyst	\$21.58
Aeronautics Lab Technician	\$18.11		Payroll Generalist	\$21.58
Cosmetology Lab Technician	\$18.11		Transfer Center / Articulation Coordinator	\$21.58
			Veterans Affairs Coordinator	\$21.58
Administrative Assistant III	\$18.91			
Customer Support Technician	\$18.91		Enterprise Resource Analyst	\$22.51
Early Learning Center Assistant	\$18.91		Technology Specialist	\$22.51
Distance Education Technician	\$18.91			
DSP Specialist	\$18.91		ELC Program Assistant Director	\$23.47
Payroll Assistant	\$18.91			
Payroll Technician	\$18.91		Accountant	\$24.61
Police Services Technician	\$18.91			
Scheduling Specialist	\$18.91		Payroll Analyst (Lead)	\$25.77
Student Services Assistant II / DSP	\$18.91		Principal Research & Data Analyst	\$25.77
Student Services Assistant II / Fin Aid	\$18.91		Senior Information Reporter	\$25.77
Student Services Generalist	\$18.91		Webmaster	\$25.77
TV/Cinematography Lab Technician	\$18.91			
			Information Analyst	\$26.98
Accounting Specialist II	\$19.75		Technology Specialist (Lead)	\$26.98
Administrative Assistant IV	\$19.75			
Art Lab Technician	\$19.75		Info Analyst/Database Administrator (Lead)	\$32.30
Facilities Operations Assistant	\$19.75			

Board Approved 07/20/2022

CSEA

These positions assist in a variety of areas on campus. Please choose the position that best fits the help that you need in your department.

RECRUITMENT

There are **two** types of Recruitment for Short Term Temporary Employees.

- A. Advertise/Post the Position on NEOGOV
- B. Hire Direct

A: Post the Temporary Position on NEOGOV:

To have a fair hiring process for those position that will be longer than six (6) months, recruitment for this position should be posted for at least 15 days. Positions will be posted to the College's NEOGOV recruitment site at <https://www.schooljobs.com/careers/solanocc>

The screenshot displays the NEOGOV recruitment interface. At the top, there is a navigation bar with a 'Menu' icon, the text 'JOB OPPORTUNITIES', and a 'Sign In' button. Below this is a large orange banner with the text 'Career Pages' and a 'powered by NEOGOV®' logo. A search bar is located below the banner, showing '25 jobs found'. Below the search bar is a table of job listings with the following columns: Job Title, Job Type, Salary, Closing, Posted, Category, Department, Location, and Job Number. Two job listings are visible: 'Accounting Instructor (PT)' and 'Aeronautics Instructor (PT)'. The 'Accounting Instructor (PT)' listing shows a salary range of \$66.18 - \$80.28 Hourly, a closing date of 11/15/21, and is located at Fairfield, CA. The 'Aeronautics Instructor (PT)' listing shows a salary range of \$66.18 - \$80.28 Hourly, a closing date of 04/25/22, and is located at Vacaville, CA.

Job Title ^	Job Type	Salary ⇅	Closing ⇅	Posted ⇅	Category	Department	Location	Job Number
Accounting Instructor (PT)	Adjunct Faculty	\$66.18 - \$80.28 Hourly	Continuous	11/15/21	Accounting and Finance / Education / Instructor / Faculty - Other	School of Applied Technology and Business	Fairfield, CA	ADJ-ACCT-21
Aeronautics Instructor (PT)	Adjunct Faculty	\$66.18 - \$80.28 Hourly	Continuous	04/25/22	Education / Faculty / Instructor / Faculty - Other	School of Applied Technology and Business	Vacaville, CA	ADJ-AERO-22

After the advertising period, and when you are ready to review candidates, Human Resources will release to you those candidates who meet the minimum requirements.

- Choose those candidates you wish to speak with and schedule the interview.

Note: this is not a formal interview process. You may choose to interview the candidate yourself, or you may bring in an additional employee to join you in the interview, whom you believe would provide good input regarding candidates' ability to fill the temporary position.

- Set up an in-person interview, or
 - Set up a phone interview, or
 - Set up a Zoom interview
- Select the candidate and inform them of your decision.

RECRUITMENT

B: Hire Direct

You may hire an employee without going through the advertising process if you know of that employee's desire to work in the department, the position is not for more than 6 months, and the employee meets the minimum qualifications of the job description. You may move forward and let the individual know of your decision to hire him/her.



NOW IT'S TIME TO COMPLETE THE HIRING PROCESS

HIRING PROCESS

Limitation of Short-Term Temp Hours

Due to the Affordable Care Act, Short-Term Employees may not work more than **25** hours per week or 100 hours per month.

- Cannot exceed **150** workdays per fiscal year or,
- Cannot work more than **999** hours per fiscal year.
- Retired annuitants cannot work more than **960** hours per fiscal year. Any hours above this will affect their retirement pay and/or benefit contributions.
- **Limitations on all Short-term employee types are listed on Page 4 in this manual.**

Limitation Rationale:

1. The Affordable Care Act states that employees who work at least 30 hours per week, or 130 hours per month are qualified for health care. Solano Community College does not offer health care to temporary employees.
2. California Education Code section 88003 (c) states that a; “Short-term employee,’ ... shall not extend beyond 75 percent of a school year.” And section 88003 (d) states that; “Seventy-five percent of a college year means 195 working days; including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day.” (2020, p. 937)

What this means is that when we include those holiday days and other leaves mentioned, Human Resources has determined that 150 days of actual workdays is the maximum a temporary employee may work, to stay within the 75 percent rule.

3. If an employee works more than 999 hours, they *MUST* enroll in CalPERS. This means that with every job they work, with any CalPERS organization, they will be required to pay into CalPERS retirement (FY 22-23 rate is 8%), and the organization they are hired at (this includes Solano Community College) will have to also pay the employer portion (FY 22-23 rate is approx. 25.37%). This will add an additional 25.37% to the cost of your temporary help, and the employee will receive 8% less take-home pay.

***NO MORE THAN 25 HOURS PER WEEK or 100 hours per month**

***NO MORE THAN 150 days OR 999 HOURS; WHICHEVER COMES**

FIRST

***RETIRED ANNUITANTS NO MORE THAN 960 HOURS.**

HIRING PROCESS CONDITIONS OF EMPLOYMENT

- A. MUST HAVE FINGERPRINT CLEARANCE**
- B. MUST HAVE TUBERCULOSIS CLEARANCE**
- C. MUST HAVE GOVERNING BOARD APPROVAL**
- D. MUST FILL OUT A TIMESHEET & SUBMIT TO SUPERVISOR TO BE PAID**

Note: all requirements **MUST** be completed prior to first day of employment.

Applicants should be given the Live Scan Fingerprint Memo and Form, and the TB Memo & Authorization for Release of Information Form as soon as you have interviewed them, if you intend to hire them. .

Applicants should begin their clearance process right away as they can take time to be processed by the external agencies. Their employment may not begin until their clearances are completed **and** received by Human Resources. Fingerprints are sent to the Department of Justice (DOJ); the DOJ results are sent to the College through an Online portal.

ALL TEMPORARY EMPLOYEES MUST BE APPROVED BY THE GOVERNING BOARD.

Form 6's must be submitted to Fiscal Services 4 days before it is due to HR.

Governing Board schedule is posted on: <https://welcome.solano.edu/governing-board-meetings/>

WHEN DO YOU WANT YOUR EMPLOYEE TO BEGIN?

Employee **MUST** be approved by the Governing Board **BEFORE** they begin working. Therefore, the earliest that person may begin will be the day **AFTER** Board approval provided that all their hiring paperwork, Live Scan Fingerprints, TB & Employment Verification clearances are received and reviewed by HR.

HR will notify you when they are clear to begin working.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
2023
BOARD MATERIAL PREPARATION SCHEDULE**
(The 1st meeting of each month is a Study Session)

BOARD MEETING	BOARD MEETING DATE	AGENDA ITEMS DUE TO VP OFFICE	AGENDA ITEMS DUE TO HR	AGENDA INFORMATION SUP-PRES. DUE - NOON	AGENDA AVAILABLE TO PUBLIC & POST DATE
Regular Business	01/18/23	01/04/23	01/05/23	01/06/23	01/13/23
Study Session	02/01/23	01/18/23	01/19/23	01/20/23	01/27/23
Regular Business	02/15/23	02/01/23	02/02/23	02/03/23	02/10/23
Study Session	03/01/23	02/15/23	02/16/23	02/17/23	02/24/23
Regular Business	03/15/23	03/01/23	03/02/23	03/03/23	03/10/23
Study Session	04/05/23	03/22/23	03/23/23	03/24/23	03/31/23
Regular Business	04/19/23	04/05/23	04/06/23	04/07/23	04/14/23
Study Session	05/03/23	04/19/23	04/20/23	04/21/23	04/28/23
Regular Business	05/17/23	05/03/23	05/04/23	05/05/23	05/12/23
Study Session	06/07/23	05/17/23	05/18/23	05/19/23	06/02/23
Regular Business	06/21/23	06/07/23	06/08/23	06/09/23	06/16/23
Regular Business	07/19/23	07/05/23	07/06/23	07/07/23	07/14/23
Study Session	08/02/23	07/19/23	07/20/23	07/21/23	07/28/23
Regular Business	08/16/23	08/02/23	08/03/23	08/04/23	08/11/23
Study Session	09/06/23	08/23/23	08/24/23	08/25/23	09/01/23
Regular Business	09/20/23	09/06/23	09/07/23	09/08/23	09/15/23
Study Session	10/04/23	09/20/23	09/21/23	09/22/23	09/29/23
Regular Business	10/18/23	10/04/23	10/05/23	10/06/23	10/13/23
Study Session	11/01/23	10/18/23	10/19/23	10/20/23	10/27/23
Regular Business	11/15/23	11/01/23	11/02/23	11/03/23	11/10/23
Study Session	12/06/23	11/20/23	11/21/23	11/22/23	12/01/23

HIRING PROCESS

The Form 6 (Personnel Payroll Action Form)

Complete each section with the details required.

NEW EMPLOYEE ☐ YES ☐ NO FISCAL YEAR _____

FORM – 6
PERSONNEL PAYROLL ACTION

This form is mandatory when requesting to employ temporary/short-term or student personnel to perform short-term projects, and not for performing routine duties. All positions/projects must have all appropriate approvals below. All positions/projects, except student workers, must receive Board approval. All new employees must receive live scan clearance and negative TB test results prior to the start of work.

SCC ID # _____ NAME _____

CLASSIFIED

☐ Short-Term Temporary (not to exceed 150 days max or 999 hours, whichever comes first)
☐ Regular Employee – Additional Assignment (part-time employee to work additional hours)

STUDENT

☐ Student Worker ☐ Federal Work Study ☐ CalWORKS

FACULTY

☐ Full-Time Faculty ☐ Adjunct Faculty

Payment will be made via:
☐ *Hourly Academic *Must submit timesheet(s) ☐ Lump Sum Payment (Paid in _____ months)

Please indicate below the amount of time needed for this assignment and how it impacts/impacted their overall load.

Full Load Distribution:

# Hours Per Week	Assignment
	This Assignment
	Instructional/Classroom Hours
	Instructional/Classroom Support Duties (grading, prep, office hours, etc.)
	Additional Assignment -
	Additional Assignment -
	Additional Assignment -

JOB TITLE _____ DIVISION/DEPT. _____

START DATE _____ END DATE _____

Job Duties _____

Outcomes/Deliverables _____

HOURLY RATE or TOTAL \$ _____ NTE \$ _____ NTE HRS _____

FUNDING/GRANT NAME _____

BUDGET DISTRIBUTION _____ % _____ - _____ - _____ - _____ - _____
 _____ % _____ - _____ - _____ - _____ - _____

APPROVALS

Project Manager (oversees work) _____ (print) _____ (sign)

Budget Manager (oversees budget) _____ (print) _____ (sign)

Immediate Supervisor (if different than Project Manager) _____ (print) _____ (sign)

Vice President (or budget orig) _____ (print) _____ (sign)

☐ Employee is aware they must turn in timesheet(s) to be paid
☐ Employee is aware they will be receiving lump sum payments

****FISCAL AUTHORIZATION****

☐ Budget code(s) are correct according to FOAPAL rules
☐ Verified funds are available Approved by _____ Date _____

****HUMAN RESOURCES AUTHORIZATION****

Board Agenda Date _____ Hourly Rate _____ Position # _____

TB _____ Live Scan _____ I-9 Does _____

Retirement: ☐ PERS ☐ STRS ☐ DB ☐ CB ☐ Creditable ☐ Not Creditable

HR Approval _____ Date _____

1. Check the box for New Employee, Yes or No.
2. Write the fiscal year.
3. Employees' ID, and name.
4. Check the box for the Classified classification.
5. Job Title.
6. Division/Department.
7. Start & End Date.
8. Job Duties
9. Outcomes/Deliverables
10. Hourly Rate of Pay (Use Salary Schedule).
11. Include "Not to Exceed" amount & hours.
12. Funding/Grant name.
13. Budget Distribution code(s).
14. Approvals – Names AND Signatures of Project, Budget, and VP of division.
15. Send to **Fiscal Services** for approval 4 days before due to HR for Board Agenda.
16. Fiscal Services sends Form 6 to HR for Board Agenda & Processing.

DO NOT have employee begin before the start date on the Form 6.

HIRING PROCESS

Required Employment Application Documents

The only paperwork needed for a returning temporary employee is a Form 6 & Board Approval.

For the most up to date Short - Term Temp Employee Application forms contact HR

Please do not use OUT OF DATE FORMS as this will delay the employment application

- W-4 (Federal Tax withholding)
- DE-4 (CA State Tax withholding)
- Direct Deposit Form for Payroll with voided check (Optional but recommended)
- Personnel File Data Information
- Oath or Affirmation of Loyalty (required by State of California)
- Policies and Procedures Form
- Classified Application
- I-9 Employment Verification Form (completed with supervisor- WET signature required)
- Include copy of item(s) used for I-9 Employment Verification
- Security and Confidentiality Agreement
- TB Memo & Authorization for Release of Information Form

Samples of the Documents required for NEW employee.

W-4

W-4 Employee's Withholding Certificate (OMB No. 1545-0047) **2022**

Department of the Treasury Internal Revenue Service

Step 1: Enter Personal Information

1a. Full name (last, first, and middle initial) _____

1b. Social Security number _____

2. Address _____

3. City, State, and ZIP Code _____

4. Filing Status: ☐ SINGLE ☐ MARRIED (with two or more incomes) ☐ MARRIED (same income) ☐ HEAD OF HOUSEHOLD

5. Total Number of Allowances you're claiming (Use Worksheet A for regular withholding allowances. Use other worksheets on the following pages as applicable, Worksheet B and C) _____

6. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet B and C) _____

7. I claim exemption from withholding for 2022, and I certify I meet both of the conditions for exemption. (Check box here) ☐

8. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here) ☐

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's Signature _____ Date _____

Employer's Section: Employer's Name and Address _____ California Employer Payroll Tax Account Number _____

PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

Beginning January 1, 2020, Employee's Withholding Allowance Certificate Form W-4 from the Internal Revenue Service (IRS) will be used for federal income tax withholding only. You must file the state form Employer's Withholding Allowance Certificate (DE 4) to determine the appropriate California Personal Income Tax (PIT) withholding.

If you do not provide your employer with a withholding certificate, the employer must use Single with Zero withholding allowance.

CHECK YOUR WITHHOLDING: After your DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4 and the state DE 4. You may claim exempt from withholding California income tax if you meet both of the following conditions for exemption:

1. You did not owe any federal/state income tax last year, and

2. You do not expect to owe any federal/state income tax this year. The exemption is good for one year.

If you continue to qualify for the exempt filing status, a new DE 4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal/state income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new DE 4 by December 1.

Member Service Civil Relief Act: Under this act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if:

(i) your spouse is a member of the armed forces present in California in compliance with military orders;

(ii) you are present in California solely to be with your spouse; and

(iii) you maintain your domicile in another state.

If you claim exemption under this act, check the box on line 4. You may be required to provide proof of exemption upon request.

For Filing and Payment Instructions and Notes, see page 3. (See Form 1042) Form W-4 (2022)

DE-4

DE-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information

First, Middle, Last Name _____ Social Security Number _____

Address _____ Filing Status: ☐ SINGLE ☐ MARRIED (with two or more incomes) ☐ MARRIED (same income) ☐ HEAD OF HOUSEHOLD

City, State, and ZIP Code _____

1. Total Number of Allowances you're claiming (Use Worksheet A for regular withholding allowances. Use other worksheets on the following pages as applicable, Worksheet B and C) _____

2. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet B and C) _____

3. I claim exemption from withholding for 2022, and I certify I meet both of the conditions for exemption. (Check box here) ☐

4. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here) ☐

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's Signature _____ Date _____

Employer's Section: Employer's Name and Address _____ California Employer Payroll Tax Account Number _____

PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

Beginning January 1, 2020, Employee's Withholding Allowance Certificate Form W-4 from the Internal Revenue Service (IRS) will be used for federal income tax withholding only. You must file the state form Employer's Withholding Allowance Certificate (DE 4) to determine the appropriate California Personal Income Tax (PIT) withholding.

If you do not provide your employer with a withholding certificate, the employer must use Single with Zero withholding allowance.

CHECK YOUR WITHHOLDING: After your DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4 and the state DE 4. You may claim exempt from withholding California income tax if you meet both of the following conditions for exemption:

1. You did not owe any federal/state income tax last year, and

2. You do not expect to owe any federal/state income tax this year. The exemption is good for one year.

If you continue to qualify for the exempt filing status, a new DE 4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal/state income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new DE 4 by December 1.

Member Service Civil Relief Act: Under this act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if:

(i) your spouse is a member of the armed forces present in California in compliance with military orders;

(ii) you are present in California solely to be with your spouse; and

(iii) you maintain your domicile in another state.

If you claim exemption under this act, check the box on line 4. You may be required to provide proof of exemption upon request.

DE 4 Rev. 48 (12-19) (INTERNET) Page 1 of 4 CU

HIRING PROCESS

(Optional Direct Deposit Form)

SOLANO COMMUNITY COLLEGE
AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSITS

Full Name _____ SCC ID# _____
Address _____ City _____ Zip _____

Please select one of the following and provide required information

☐ Establish new electronic deposit.
☐ Change of account number _____ Previous account # _____
☐ Change of institution (bank) * _____ Previous bank _____
☐ Terminate existing electronic deposit * _____ Previous routing # _____
☐ _____ Previous account # _____

* If changing institution (bank) or terminating deposit, provide previous deposit info above

I hereby authorize Solano Community College, hereinafter called COMPANY, to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error, to my account as indicated below. I also authorize the depository named below, hereinafter called BANK, to credit and/or debit the same to such account.

Bank Name _____
Transit/ABA (Routing) Number _____
Account Number _____ Checking ☐ Savings ☐

This authority is to remain in full force and effect until COMPANY has received written notification from me of intent to terminate in such a manner as to afford COMPANY and BANK a reasonable opportunity to act.

I understand that a 60 day notice is required to terminate or change this authority. Initial _____

I understand that if I change or close my account and fail to notify the Payroll Dept. prior to the 10th (Faculty/Staff) or the 20th (Student/Temp) of the month, my pay may be delayed for up to 2 weeks if an ACH return is processed. Initial _____

AVAILABILITY OF FUNDS

Generally, funds will be available to the employee as of the opening of business on the pay date, provided that the employer has initiated and deposited its payroll files on a timely basis. However, some remote institutions may not physically receive entries until after the opening of business on the employee's pay date. In these cases, the institution may not be able to answer employee's inquiries that day; however, the funds represented by the electronic payment should be available for cash withdrawals and payment of checks presented against employee's account during that banking day. Regulation E obligates the receiving institution to post transactions as of the payment date and employee's statements should reflect that posting date.

Signature _____ Date _____
Co-Signator: if joint account _____ Date _____
Payroll Dept. Signature _____ Date _____

Revision date 5/10/19

Direct Deposit Form - OPTIONAL but recommended

PLEASE MAKE SURE THE FOLLOWING:

- Attach a Voided Check or letter from Bank with Account Routing Number
- Bank information on form is the same as the check
- Employee has initialed and signed form

Personnel File Data

Solano Community College
Personnel File Data Information

Employee Name _____ Social Security/Employee ID# _____
Address _____ Apt# _____
City _____ State _____ Zip _____
Home Phone: _____ Cell: _____

Address Release Authorization: ☐ Staff ☐ Supervisor ☐ Students ☐ OK All ☐ No one*
Phone Release Authorization: ☐ Staff ☐ Supervisor ☐ Students ☐ OK All ☐ No one*
*Note: If you check this box, your immediate supervisor and upper level supervisor will have access to this information

Birthdate: _____ Gender: ☐ Male ☐ Female

Ethnicity:
☐ Cambodian ☐ Pacific Islander ☐ American Indian/Alaskan Native ☐ Hispanic
☐ Chinese ☐ Guamanian ☐ Tribe/Group/Village _____ ☐ Indian
☐ Hawaiian ☐ Samoan ☐ Central American
☐ Japanese ☐ Filipino ☐ South American
☐ Korean ☐ Other Pacific Islander ☐ Mexican American/Chicano
☐ Laotian ☐ African-American, Non-Hispanic ☐ Other Hispanic
☐ Vietnamese ☐ White, Non-Hispanic ☐ Other, Non-White
☐ Other Asian

Disability: ☐ No Disability ☐ Disability requiring accommodation ☐ Disability not requiring accommodation
Veteran Status: ☐ Yes ☐ No ☐ Citizenship: ☐ US Citizen ☐ Foreign National

Retirement Status: (The following information is needed to determine retirement group status as required by law.)
Are you a current member of any of the following retirement systems? ☐ Yes ☐ No
If yes, please indicate which system:
☐ STRS - State Teachers' Retirement System (Cash Balance Plan) ☐ PERS - Public Employees' Retirement System
☐ STRS - State Teacher's Retirement System (Defined Benefit Plan) ☐ Other California State/County/City
Name of System: _____
If you are a current member of any of the above systems, please complete the following:
Assignment: _____ Full-time ☐ Part-time ☐ Employer (other than SCC): _____
(Instructor, Counselor, etc.)

Are you retired from any of the above systems and receiving a monthly retirement allowance? ☐ Yes ☐ No
If yes, which system: _____

PRIMARY CONTACT IN CASE OF EMERGENCY:
Name: _____ Address: _____
Relationship: _____ Home Phone: _____ Work Phone: _____
In an emergency, due to serious illness or accident, when the person listed above cannot be contacted, the Solano Community College District authorities have my permission to use their best judgment in the interest of my health.

Oath or Affirmation of Loyalty



OATH OR AFFIRMATION OF LOYALTY

(This form is required under Section 3 of Article XX of the Constitution of the State of California)

"I, _____ (print full name),
do solemnly swear (or affirm) that:

Check appropriate box

☐ U. S. Citizens:

I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

☐ Employees who are not U. S. Citizens:

I will support the institutions and policies of the United States of America during the period of my sojourn in the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

☐ Employees claiming religious exemption under the Religious Freedom and Restoration Act of 1993:

I agree to loyally and lawfully discharge the duties of my assigned position and, in accordance with the performance of these duties, I agree to abide by the Constitution of the United States and the Constitution of the State of California and any and all laws set forth by the federal and state governments and the Solano Community College District."

Executed this _____ day of _____, 20____ at _____

City _____ State _____

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature _____

HIRING PROCESS

Policies and Procedures



Solano Community College District Policies and Procedures

As a new employee, you must review our policies and procedures that are located at:

http://www.solano.edu/district_policies/

Administration Policies, Series 2000

- 2057 Computer and Network Use

Human Resources Policies, Series 4000

- 4215 Smoking on Campus
- 4270 Sexual Harassment (for employees and students)
- 4285 Unlawful/Prohibited Discrimination (employees and students)
- 4300 Drug-Free Workplace
- 4710 Employees Not Included in the Classified Service

Please print your name, sign and date below, confirming you have reviewed the above policies and procedures.

Print Name _____ Signature _____ Date _____

Classified Employment Application Form

CLASSIFIED EMPLOYMENT APPLICATION

Position Applied For: _____ Job # (if refer to job announcement): _____ Date Received: _____

Name: Last _____ First _____ Middle _____

Address: Number/Street/Apt. Number _____ City/State/Zip _____

Day Phone (_____) _____ Evening Phone (_____) _____

Social Security Number: _____ E-Mail Address: _____

EDUCATION:
High School: _____ 11-12 (circle last year completed) School Name: _____ City/State: _____

College/Community	Major	Minor	Degree	Degree Awarded Yes or No	# Units Completed

Other Training/Certificates/Licenses (include expiration dates): _____

Last Job Title/Computer Software Skills: _____

Last experience and training (see previous which demonstrates your sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students): _____

4000 Suisun Valley Road • Suisun, CA 94585-3197 • Phone: 707/864-7128 • www.solano.cc.ca.us

Form I-9

(Employee Completes Page 1)

Employment Eligibility Verification
Form I-9
U.S. Citizenship and Immigration Services

USCIS
OMB No. 1615-0047
Expires 10/31/2012

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Other Last Names Used (if any) _____

Address (Street Number and Name) _____ Apt. Number _____ City or Town _____ State _____ ZIP Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ Employee's E-mail Address _____ Employee's Telephone Number _____

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____

Form I-9 – Page 2

(Hiring Manager completes Page 2)

Employment Eligibility Verification
Form I-9
U.S. Citizenship and Immigration Services

USCIS
OMB No. 1615-0047
Expires 10/31/2012

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Types of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) _____ First Name (Given Name) _____ M.I. _____ Citizenship/Immigration Status: _____

List A Identity and Employment Authorization
Document Title _____
Issuing Authority _____
Document Number _____
Expiration Date (if any) (mm/dd/yyyy) _____

List B AND List C Identity and Employment Authorization
Document Title _____
Issuing Authority _____
Document Number _____
Expiration Date (if any) (mm/dd/yyyy) _____

Additional Information: _____
OR Enter - Section 2.2 Do Not Write in This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____

Last Name of Employer or Authorized Representative _____ First Name of Employer or Authorized Representative _____ Employer's Business or Organization Name _____

Employer's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)
A. New Name (if applicable) _____ B. Date of Rehire (if applicable) _____
Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Date (mm/dd/yyyy) _____

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below:
Document Title _____ Document Number _____ Expiration Date (if any) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____ Name of Employer or Authorized Representative _____

Form I-9 10/31/2019 Page 2 of 3

Note: when verifying the I-9 documents, you MUST see IN PERSON the documents you are verifying. I-9 must have an applicant WET SIGNATURE & you must ATTACH a copy of the document(s) used for employment verification with the employment packet.

HIRING PROCESS

Security and Confidentiality Agreement



Security and Confidentiality Agreement

Security and confidentiality are matters of concern to all Solano Community College District (SCCD) employees and contract staff, including all persons who have access to student, financial, and employee records. SCCD is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law regarding the privacy of student records. SCCD and its employees are also bound by other federal and state laws, including HIPAA and other medical information protection laws, the Graham-Leach-Bliley Act and PCIDSS laws and regulations protecting payment card and financial information, and California's Information Practices Act of 1977, to protect financial, employment and medical records. (These laws and regulations are outlined on the reverse side of this document.)

All SCCD employee and student records are to be considered confidential and, therefore, each employee of SCCD is responsible for maintaining the security and confidentiality of these records. This also applies to current or former students who are employed by the District or who are extended work experience opportunities involving access to student, financial or employee records. Regardless of employment status, these students take on the same responsibility as an employee with respect to maintaining security and confidentiality.

An individual's conduct, either on or off the job, may threaten the security and confidentiality of records. Each employee and/or student employee/representative and/or contract staff member is expected to adhere to the following rules and regulations:

1. Employees/Student Employees/Contract Staff will not access or use, or allow others to access or use, any unauthorized information or records maintained, stored or processed by the District.
2. Employees/Student Employees/Contract Staff will not seek personal benefit, or allow others to seek personal benefit, by using any confidential knowledge or information acquired by virtue of their work assignment or access to District records.
3. Employees/Student Employees/Contract Staff will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the District policies and procedures.
4. Employees/Student Employees/Contract Staff are responsible to know and understand the security and confidentiality policies and procedures particular to their work assignment.
5. Employees/Student Employees/Contract Staff will not knowingly include or cause to be included in any report or record a false, inaccurate or misleading data. Employees/Student Employees/Contract Staff will not knowingly expunge or cause to be expunged any record, transaction or report of data entry.
6. Employees/Student Employees/Contract Staff will not remove any official record or report, or copy thereof, from the office where it is maintained except in performance of their job-related duties.
7. Employees/Student Employees/Contract Staff will not aid, abet or act in conspiracy with another to violate any part of this code.
8. Any knowledge of a violation of this Confidentiality Agreement must be reported to the supervisor immediately.
9. Employees/Student Employees/Contract Staff are responsible for the security and confidentiality of their individual Computer ID and Password and their use access gained through use of the system.

Federal Laws and Regulations

Family Rights and Privacy Act of 1974 Policy (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and access to these records. The Solano Community College District is bound by FERPA and failure to comply with FERPA may result in federal funds being withheld from SCCD.

Access to Student Education Records

College officials (defined as any person employed by the college in an administrative, supervisory, academic, research or support staff position, or a person employed by or under contract to the college to perform a specific task) are permitted to access FERPA protected information if they have a "legitimate educational interest." A "legitimate educational interest" is one specified in the college official's position, description or by contract agreement, performing a task related to a student's education or the student's discipline, providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement or financial aid) or disclosure of information in response to a judicial order or legally issued subpoena.

According to FERPA, personally identifiable information in an education record may not be released to anyone but a college official without the prior written consent from the student. Education records can exist in any medium. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Solano Community College does not release any student information, even Directory Information, without the written consent of the student. Directory information is only released to the National Student Clearinghouse. Directory information released to the Clearinghouse includes:

1. student's name
2. birth date
3. dates of attendance
4. degrees and awards received
5. field of study

Student may withhold Directory Information by notifying the Office of Admissions and Records in writing.

Solano Community College District will not release personally identifiable information from a student's education record without the student's prior written consent. Regardless of the student's age, parents are not permitted access to their son's or daughter's education records unless the student has provided written authorization.

District Property – Use of District Equipment

Business Services Policies Series 3000 & 3340 – The use of District equipment and telephones for personal use is prohibited unless prior authorization has been obtained from the Superintendent-President or the appropriate Vice-President or Dean. Computer and Network Use Administration Policies Series 2000, 2067 – the district offers a variety of resources that support its educational and support programs. Such resources are to be used for college-related activities and the individual must not alter the integrity of the systems and must observe all laws, regulations and contractual obligations.

Other Protected Information

Other information protected by state and federal laws and regulations includes, but is not limited to:

- Medical Treatment records that include records maintained by physicians, psychiatrists and psychologists
- Financial information, including banking, credit and loan information
- Employment records when employment is not contingent on being a student
- Records created and maintained by a law enforcement unit (campus safety)

Federal and State legislation is extensive and constantly changing. This document is intended only as a high-level overview. Any legislation regarding maintaining the security and confidentiality of information which is binding upon the Solano Community College District, is also binding upon its Employees/Student Employees/Contract Staff, whether it is mentioned in this document or not.

By signing this Agreement, I understand and accept responsibility for my actions in the performance of my responsibilities which includes access to Solano Community College District records, and shall maintain the privacy of all district data in accordance with policies and procedures of the Solano Community College District. I have read and understand this Agreement in its entirety.

Printed Name: _____ Employee's Signature: _____ Date: _____

IT Set Up Process

HR submits a work ticket to the IT HELPDESK when the new Temporary Employee is set up in Banner.

IT staff will reach out to the Manager with their form to complete and list the IT supports needed by the employee for their position.

The Manager informs HR when the employee's position ends so they can terminate the employee in Banner and inform IT to terminate access.

HIRING PROCESS

Additional Information to Give Employee

There is a portion of the temporary employee packet that contains important regarding their employment. This must be read by the temporary employee and is provided to them online or in the employment packet. **Only the Policies and Procedures Form needs to be submitted to HR.**






Policies and Procedures Form

This form returned to HR as part of the required new employee application documents lists Solano Community College Policies; that it is expected are read by the employee before the document is signed. Policies are located online;
http://www.solano.edu/district_policies/.

Administration Policies, Series 2000

-  2067 – Computer and Network Use

Human Resources Policies, Series 4000

-  4215 – Smoking on Campus
-  4270 – Sexual Harassment (for employees and students)
-  4285 – Unlawful/Prohibited Discrimination (employees and students)
-  4300 – Drug-Free Workplace
-  4710 – Employees Not Included in the Classified Service

Short-term Workers and Substitute Workers Memo

This document is an overview of the employment process, **timesheet & payroll**, and other important information.

Online Training Required

This document lists the Online Short Term Temporary Employee trainings that the employee is required to complete that are hosted on the Keenan Safe Colleges training platform.

Healthy Workplaces/Healthy Families Act of 2014 -

Informational document about paid sick leave.

How to View Your Sick Leave in My Solano

Keenan New Hire Pamphlet

This document discusses workplace injury/Workers' Compensation

Campus Map

Manager & Supervisor Responsibilities

Orientation

It is the responsibility of the Manager to ensure that the new employee is given an orientation. The following items should be discussed during the orientation.

Manager Orientation Components

- Explanation of the hiring process (Live Scan, TB, Board Approval, and required employment paperwork, e.g., I-9 and Security and Confidentiality Agreement).
- Explanation of the timesheet/payroll process, who signs their timesheet. (*See Timesheet/Payroll process.*)
- The employees' roles and responsibilities.
- Explain sick leave accrual and use; and how they may look up their leave in My Solano.
- Expectations of the manager.
- Show them around the department and introduce them to their coworkers.

The orientation must be provided by the manager, supervisor, or support staff in the Department, not by another temporary employee.

Keenan SafeColleges Online Trainings

It is expected that the manager will provide time for the new employee to complete the Online Keenan trainings; these trainings are a condition of employment for the employee and are set up & required by Human Resources.

Keenan Trainings Set-Up

Human Resources creates an account in Keenan SafeColleges (employee personal email address may be used by HR).

Employee will receive an email from Keenan SafeColleges prompting them to set up a password, which will allow them to access the online training videos

It is recommended that the trainings be completed within 30 days of beginning employment.

Trainings Required at this time

Bloodborne Pathogen Exposure Prevention
Cal/OSHA COVID 19 Protection Plan
General Ethics in the Workplace
Hazard Communication: Right to Understand
Managing Hazardous Waste in California
Mandated Reporter: Child Abuse and Neglect
Sexual Harassment Prevention for Non-Managers
Slips, Trips and Falls
Title IX: Roles of Employees
Workplace Bullying: Awareness and Prevention

Athletics and Early Learning Center have Additional Training Requirements

- * Hazing Awareness and Prevention (Athletics)
- * Student Drug & Alcohol Abuse (Athletics)
- * Van Safety (Athletics)
- * Food Safety and Kitchen Sanitation (ELC)
- * Playground Supervision (ELC)

Sick Leave

Healthy Workplaces/Healthy Family Act of 2014

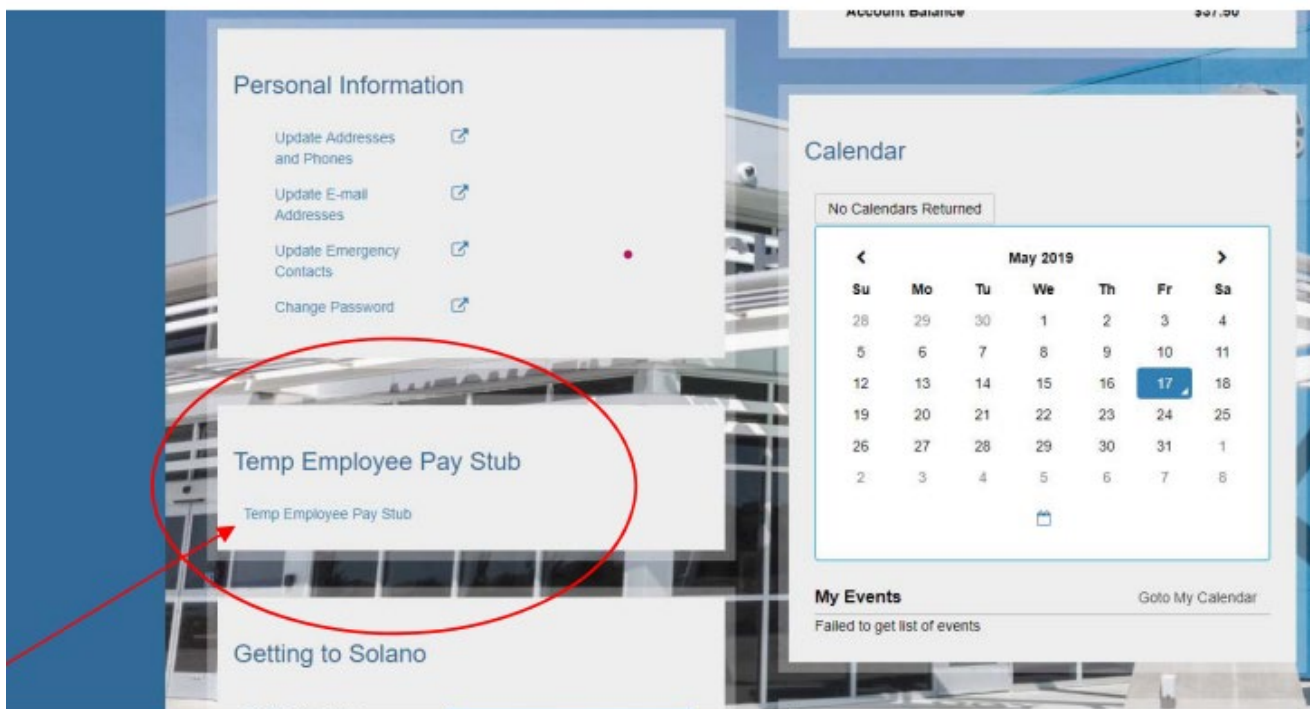
Per the State of California's Healthy Workplaces/Healthy Family Act of 2014 (AB 1522), temporary employees may accrue sick leave based on the number of hours worked. Employee must work 90 or more days to be entitled to paid sick leave.

Accruing Sick Leave

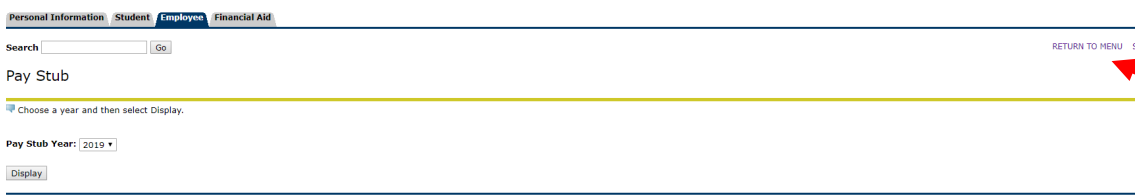
- Accrual begins on the first day of employment.
- Employee earns one (1) hour of sick leave for every 30 hours worked.
- Employee can accrue up to 24 hours per year, for two years, for a total of 48 hours maximum.
- Sick leave hours are tracked through Banner. Employee can view their sick leave hours in My Solano.

How to View Sick Leave through My Solano

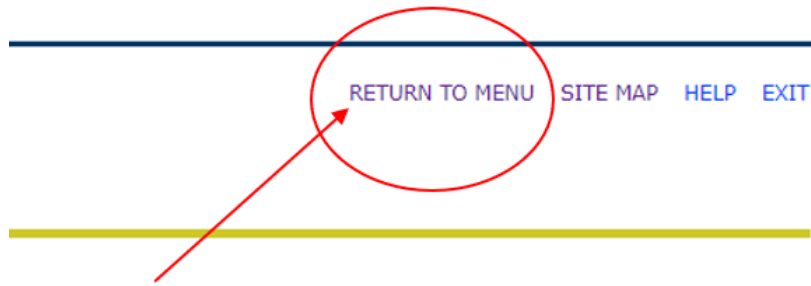
1. Employee will log into their My Solano account. They will see "Temp Employee Pay Stub" link on their home page. They will click this link:



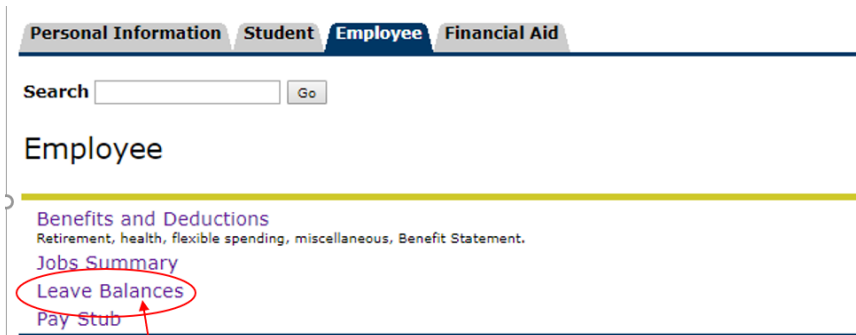
2. They will be brought to self-service (SSB) and see this



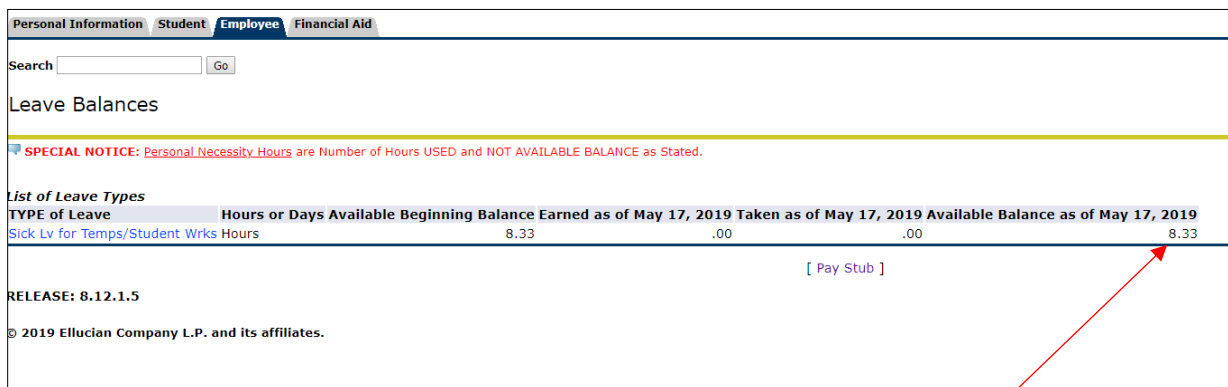
3. They will click on “Return to Menu” on the right-hand side of the screen:



4. They will see this menu and click on “Leave Balances”:



5. They will be brought to this screen and will be able to see the number of hours they have:



Using Sick Leave

The employer must: *“Allow eligible employees to use accrued paid sick leave upon reasonable request.”*

- Employee may use accrued sick leave beginning the 90th day of employment.
- Employee may take paid sick leave *“for employee’s own, or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or for specific purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.”*
- The request to use sick leave may be in writing or verbally.
- The use of sick leave must be approved by the employee’s supervisor.
- Employee will indicate the use of sick leave on their timesheet.

Timesheet/Payroll Process

It is the hiring supervisor's responsibility to explain the timesheet/timeline and payroll process.

The process is explained in the Temporary new hire memo; however, it is important to insure the Temporary employee understands the entire process.

The Payroll Process and Timeline

Employees are paid once a month. A pay period starts on the 21st of each month and ends of the 20th of the following month. Work performed within a pay period will be paid on the 10th of the month, following the last day of the pay period.

If the 10th of the month falls on a weekend or holiday, payday will be the Friday before.

Example pay period:

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 Beginning of the pay period

 End of the pay period

 Pay day

TIMESHEET/PAYROLL PROCESS

Filling Out a Timesheet

To get paid, the employee must fill out a timesheet for each position they have each month. The supervisor must forward it to payroll for processing. **Each timesheet must have a matching Form 6.**

SOLANO COMMUNITY COLLEGE DISTRICT
CLASSIFIED TEMPORARY / SUBSTITUTE — FEDERAL WORKSTUDY — STUDENT WORKER TIMESHEET

FOR MONTH ENDING: _____ 20th 20 _____ NAME: _____
Year

Please check applicable box:

Temporary-Classified: ☐ ☐
Substitute-Classified: ☐ ☐
Federal Workstudy: ☐ ☐
CalWORKS: ☐ ☐
Student Worker: ☐ ☐

Please do not check temp/sub box if you are a Fed. Workstudy or student worker.
Please also check Fed. Workstudy box if you are CalWORKS/PWS split.
Please do not check student worker box if you are a temp, sub or Fed. Workstudy.

IMPORTANT:

- Due in the payroll department on the 21st of each month
- Enter your time, using a space between the time and AM or PM (or enter military time)
- Any shift exceeding 8 hours must have an unpaid break indicated (30 minutes minimum)
- Use the 2nd In and Out columns only if shift has unpaid breaks
- Ensure the total hours per day, and total hours worked below are correct
- 25 hours per week maximum (all positions combined)
- All information requested must be provided, including employee and budget manager signatures
- If you are not able to type in your hours, please email for assistance: Payroll@solano.edu
- If sick leave is used, please enter in the sick hours column only, do not include it in the in/out columns

Date	In	Out	In	Out	Total Hours	Sick Hours
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

PAYROLL DEPT USE ONLY

HOURS x \$ _____ /HR = \$ _____

SLT _____

NOTES: _____

Signature certifies student worker is enrolled in the minimum required 6 units, and that the above is a true and accurate record of actual time worked for the payroll period indicated (Not required for temp/sub)
FORM 6 ON FILE ☐ ☐

Employee Signature _____ Date _____

Budget Manager Signature _____ Date _____

Timesheet

Supervisor MUST make sure the employee has a copy of the Excel file timesheet, or a printed copy, so employee can track their hours worked.

The Excel file timesheet has formulas already in place to make it easier to calculate hours worked.

A copy of the Excel file timesheet may be requested from payroll at:
Payroll@solano.edu.

Processing Timesheet

Employee fills out timesheet, signs, and submits to supervisor.

Supervisor verifies hours, signs the timesheet, and submits to budget manager.

Manager reviews timesheet, signs, and submits to Payroll **no later than the 21st of each month.**

Paychecks

At this time, all paychecks are mailed to the employee. The first paycheck will always be a live check (even if a Direct Deposit is requested).

EMPLOYMENT CONTINUATION OR SEPARATION

All Temporary employment ends at the end of each Fiscal Year (June 30).

You have two choices.

- Bring the employee back for the next Fiscal Year.
- End the employment, say thank you and goodbye.

It is important to note that temporary employment at Solano Community College is not a guaranteed position. Each fiscal year, the department should assess the need for additional temporary help.

Bring Temporary Employee Back

If you bring the employee back for the next fiscal year, you will need to meet the following requirements.

- Governing Board Approval
- Create a New Form 6
- Employee may need to renew their Tuberculosis clearance as it must be renewed every four years. Ask Human Resources if you have any questions.

Separation of Employment

If your temporary employee will not be returning, or if they leave during the fiscal year, please notify Human Resources so they may end their employment record in Banner and let the IT department know to terminate access to SCC platforms. If employee sends a written notice of resignation, please forward it to Human Resources.

REFERENCES:

California Education Code (2020). Section 88003 (c) and (d), 937.

Internal Revenue Service. Affordable Care Act. [Identifying Full-Time Employee](https://www.irs.gov/affordable-care-act/employers/employer-shared-responsibility-provisions)
<https://www.irs.gov/affordable-care-act/employers/employer-shared-responsibility-provisions>

Solano Community College. District Policies. [Employees Not Included in The Classified Service \(4710\)](http://www.solano.edu/district_policies/4000/BP4710.pdf).
http://www.solano.edu/district_policies/4000/BP4710.pdf

State of California. Department of Industrial Relations. [Healthy Workplace Healthy Family Act of 2014 \(AB 1522\)](https://www.dir.ca.gov/dlse/ab1522.html). May-22May 22<https://www.dir.ca.gov/dlse/ab1522.html>