

**Grossmont-Cuyamaca Community College District  
Auxiliary Organization**

**Employee Handbook  
Short-Term Temporary Employees**

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**GROSSMONT-CUYAMACA**  
COMMUNITY COLLEGE DISTRICT AUXILIARY

**A 501 (c)(3) Charitable Organization in Support of Academic Excellence**  
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Auxiliary Organization

**Employee Handbook**  
**Short-Term Temporary Employees**

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## **EMPLOYEE STATUS**

This Employee Handbook for Short-Term Temporary Employees applies to employees who are expected to work less than 1050 hours per year. **ALL ASSIGNMENTS ARE TEMPORARY.** There is no guarantee of continuation of assignments from month to month. Hours may be adjusted according to the requirements of the program and budget.

Hourly employees normally **are not** expected to work more than eight (8) hours per day or forty (40) hours per week.

## **EMPLOYMENT REQUIREMENTS**

All necessary paperwork must be completed before an employee begins work. Potential employees receive a hire packet which includes the following forms, which must be completed:

- 1) Employee Information Form
- 2) Employment Eligibility Verification (Form I-9)
- 3) W-4 Form
- 4) Conviction Questionnaire
- 5) Oath of Allegiance and Citizenship Affidavit
- 6) Student Enrollment Certification (if applicable)
- 7) Verification of Membership in Retirement System
- 8) Employee Notice Workers' Compensation
- 9) Safety Tips/Right to Know Booklet

Employees must complete an Employment Eligibility Verification (Form I-9) in the presence of the immediate supervisor prior to the first day of employment. Examination of the employee's original social security card and driver's license is required. Documents used in verifying employment eligibility must be copied and attached to the hire packet. If a document other than the social security card is used for verification, a copy of the employee's social security card will still be required for payroll purposes.

## **FICA AND MEDICARE TAX (SOCIAL SECURITY)**

Both you as an employee and the Auxiliary will pay the FICA (retirement) and Medicare taxes, which will be withheld from your paycheck. The current employee contribution rate is 6.2% for FICA and 1.45% for Medicare, a total of 7.65%. As the employer, the Auxiliary makes a separate payment of the FICA and Medicare tax.

## **AUXILIARY DRUG-FREE WORK PLACE POLICY**

The Board of Directors of the Grossmont-Cuyamaca Community College District Auxiliary has adopted a Drug-Free Work place Policy. This policy prohibits illegal use, possession, manufacture, or distribution of controlled substances by any Auxiliary employee in the work place. It is the policy of our Auxiliary to maintain a work place environment free from the illegal use, possession, or distribution of controlled substances.

Employees who violate this policy are subject to disciplinary action which may include termination, or require an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Our Auxiliary believes that its employees are its most important asset and that substance abuse when successfully treated, will enable the affected employee to return to a satisfactory job performance level. The Auxiliary encourages employees with substance dependency problems to seek appropriate treatment and services.

## **WORKERS' COMPENSATION**

Your Workers' Compensation benefits are administered by Industrial Indemnity. It is your responsibility to read carefully and acknowledge receipt of the "Employee Notice Workers' Compensation Benefits" and Workers' Compensation information which is a provided as part of the hire packet. Always notify your supervisor of any work related injury or illness. Report any work related injury/illness to your supervisor within 24 hours of sustaining the injury/illness.

## **SAFETY TIPS AND RIGHT TO KNOW BOOKLET**

All employees are required to read carefully, review with immediate supervisor, and acknowledge receipt of the "Safety Tips and Right to Know Booklet" which is part of the hire packet. Video and pamphlet materials are available at the college libraries as part of our continuous in-service program.

## **MEAL PERIODS**

No employee may work more than five (5) hours without a duty free unpaid meal period of not less than thirty (30) minutes. If an employee's work period does not exceed six (6) hours, this meal period may be waived by mutual consent of the employer and employee. Your supervisor will schedule your meal periods depending upon the needs of the program.

## **REST PERIODS**

Rest periods are based on the total hours worked daily at the rate of ten (10) minutes rest time per four (4) hours worked. However, rest periods need not be authorized for employees whose total daily work schedule is three and one-half (3 1/2) hours. Your supervisor will schedule appropriate rest periods depending upon needs of the program.

## **ABSENCES**

Employees are required to report for work as scheduled by their immediate supervisor. If an employee is late or unable to report for work (illness, injury, etc.), they must contact their supervisor/department **prior to** their scheduled report time.

## **TELEPHONE and E-MAIL USE**

Telephones are for business use and should not be used for non-work matters during work hours, although occasional, brief family care calls are allowed. Personal toll calls are not allowed at any time. E-mail and internet use must comply with the "Computer System Security and Use Statement" that is provided to each employee upon employment with the Auxiliary.

## **WORK ATTIRE**

Employee's work attire must be appropriate for their area of assignment. If questions on what is standard for assignment, contact your supervisor.

## **TIMESHEETS**

Each employee must complete a timesheet legibly in ink on a daily basis. Enter only actual hours worked. The due date for timesheets is the 20th of every month. If the 20<sup>th</sup> is not a work day, then the timesheet is due on the last workday prior to the 20<sup>th</sup>. Late timesheets may not be paid until the following month.

## **PAYCHECK DISTRIBUTION**

Pay day is the last work day of the month. Checks will normally be delivered to your worksite on that day. Depending on the location of the worksite, the check may be mailed to your home.

Welcome to the GCCCD Auxiliary!

**Employment Categories  
of the  
Grossmont-Cuyamaca Community College District Auxiliary Organization**

Per actions of the Board of Directors of the GCCCD Auxiliary, the Auxiliary currently uses the following employment categories:

<b>Employment Category</b>	<b>Description</b>	<b>Benefits</b>
Full-Time Temporary Employees	Individuals normally scheduled to work 20 or more hours per week and 1050 or more hours per year and is (1) an employee employed for a research project, workshop, institute, or other special project funded by a grant, contract, or gift; or (2) an employee whose contract of employment is for a fixed term not exceeding three years.	Full benefits*
Full-Time Employees	Individuals normally scheduled to work 20 or more hours per week and 1050 or more hours per year; normally such individual are not solely funded by a special grant, contract, or gift.	Full benefits*
Management Employees	Individuals designated as "Management Employees" by the Board of Directors. Management employees may be regular or temporary. In accordance with California Education Code section 72672: "...the regulations may permit retirement benefits, or permanent status benefits, or both, to be withheld from temporary and executive employees of each auxiliary organization." A temporary employee includes "an employee employed for a ... special project funded by any grant, contract, or gift..."	Full benefits*
Supervisory & Confidential Employees	Individuals designated as "Supervisory/Confidential Employees" by the Board of Directors.	Full benefits*
Short-Term and Other Temporary Employees	Individuals scheduled to work 1049 or fewer hours per year.	Benefits for short-term and other temporary staff**

\*Full benefits include:

- Vacation
- Sick Leave
- Other Leave Benefits (e.g. personal necessity)

**Health & Welfare**

- Medical
- Dental
- Vision
- Long Term Disability Insurance
- Worker Comp
- FICA
- Medicare
- CalPERS (California Public Employees' Retirement System)

Holidays (when in paid status the day before or day after the holiday; paid as regular, scheduled hours)

\*\*Benefits for short-term and other temporary staff are:

- State Disability Insurance
- Worker Comp
- FICA
- Medicare

All descriptions and provisions are subject to change per action of the Auxiliary's Board of Directors.