



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

THE HR PULSE

Vision Statement: Provide Services and Strategies that assist GCCCD in achieving World Class Status
Mission Statement: Create Human Resources systems that assist the District's mission of "The Way Forward."

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From the Vice Chancellor



Season's Greetings! The Human Resources and Labor Relations Division wishes you and yours a wonderful holiday season. Thank you for your outstanding efforts every day to ensure the best possible programs for our students. We'll see you in 2008!

Employment Services

Need Extra Hourly or Substitute Help in the New Year?

Bombarded by work and in need of additional assistance? Do you know your options for getting help fast?

Option 1: Student Worker

Individuals enrolled in at least 6 units at an accredited institution (3 units in summer) can be hired as a student worker. Fill out the "Non-Academic Hourly Employee Hire Packet" on the Forms Depot/District and include verification of student status. All forms need to be submitted to Employment Services within three days of hire.

Option 2: Short-term Worker

Also known as a PE-19, a short-term worker is temporary assistance, not enrolled in the minimum units. Fill out the "Short Term Assignment Request" form on the Forms Depot/District. Employment Services needs this form and all necessary signatures no later than the first Friday of the month. The request is sent to the Governing Board for approval. After approval, the short-term worker may be hired by completing the "Non-Academic Hourly Employee Hire Packet." Short-term work is limited to eighteen (18) months with no more than 880 hours or 110 days in an academic year.

Option 3: Substitute

A substitute may be used in two scenarios: a vacant position, or absent employee. Substitutes are paid at Step A of the position they are replacing. If the sub is for a vacant position, he/she may only be used for sixty (60) calendar days – so start recruiting right away! If the sub is covering for an absent employee, he/she may sub for the duration of the absence. Hire forms can be found under the "Non-Academic Hourly Employee Hire Packet" on the Forms Depot/District.

Note: for the hourly pay scale, limits on hours and duration, or other information on Options 1 and 2, visit our Salary Schedules link on the web.

On January 1, minimum wage increases to \$8.00 per hour. Be sure to check out the new hourly pay scale coming soon.

Risk management is the act or practice of controlling risk. This process includes identifying and tracking risk areas, developing risk mitigation plans as part of risk handling, monitoring risks and performing risk assessments to determine how risks have changed.

If you have a topic or question you would like to see addressed in **THE HR PULSE**, please contact Marci Jahn at extension 7572.

Human Resources

Supervisor Training & Development Series - 2008

Our Supervisor Training & Development Series will be offered again beginning in January and is required training for new supervisors. We will also have space for those who would appreciate a refresher or who missed the opportunity to attend the entire series during the last cycle. These monthly sessions provide hands-on training using examples and exercises based on actual events or incidents endemic to our District.

Labor Relations

Brief Update – Unions and Meet & Confer Group

Administrators' Association – For the classified managers and supervisors represented by the Administrators' Association, the District and Administrators' Association are still at impasse and will be going to fact finding.

CSEA – CSEA and the District began bargaining for the 2007-2008 year. An agreement was reached regarding December 21, 2007 as CSEA Recognition Day.

United Faculty – The next mediation session between United Faculty and the District is scheduled for January 23, 2008.

Risk Management

Spotlight on the Risk Management Team

Nicole Boyer – Risk Management Assistant, x7710

Nicole joined the district in February 2007 and assists the department in many areas including budgets, liability, retirements, employee benefits and reduced workload.

Wendy Corbin – Benefits Technician, x7643

Wendy has been our benefits technician since her arrival in July 2006. Contact her for any questions you may have about benefits, workers compensation or insurance issues.

Bob Eygenhuysen – Director, x7711

Bob joined the district in June 2001 and oversees the day-to-day operations of the department.

Ron Knight – Environmental Health & Safety Coordinator, x7712

Odds are you have seen Ron perform many tasks to ensure your health and safety since he joined the district in 1975 – everything from safety equipment checks to hazardous materials management – ensuring our compliance with applicable laws. Join us in congratulating Ron as he retires later this month after over 32 years with the district. Thank you, Ron!



Debra Lyttle – Clerical Assistant, x7959

Debbie has been with the district for ten years and currently works a 50% contract providing clerical support to the full-time staff.