



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

Congratulations to the campuses on the completion of another outstanding spring semester as well as continued growth for the summer sessions. On behalf of the Human Resources Division, I hope all of our employees enjoy a wonderful summer break or restful summer vacation. Aloha!



Employment Services

What's New in Employment Services

Welcome Dwight Robinson - Dwight is the new Personnel Assistant in Employment Services. He is now the friendly voice over the phone if you call our general line. Dwight's customer-service attitude is a great addition to our team.

Online applications are coming soon - Employment Services is working to develop an online applicant tool which will make the recruitment and screening process more user (and tree) friendly! Applicants will not only be able to apply on-line, but they can apply for multiple positions with their saved profile, receive e-mail updates, and check the status of their application. This exciting development is expected to launch in Spring 2009!

HR 101 training starts in October - Employment Services is teaming up with Payroll and Risk Management to bring you HR101 training. Ever wonder which form to fill out to start a hiring process, or re-organize your department? What about timesheet or leave of absence questions? While all of our supervisors and managers receive Supervisory and Leadership training, many other employees such as faculty chairs and support staff help process HR forms, timesheets, etc. This training will be open to all levels of employees, with sessions at both campuses.

Human Resources

Have You Seen STARS?!

The Classified Staff Development Program, STARS (Staff Training And Readiness Seminars), is in full swing. Sessions have been conducted on a variety of topics including, MS Office 2007, Desktop Fitness, Sexual Harassment Prevention and Environmental Awareness. Subjects for future sessions include, Writing Skills, Retirement Planning and Conflict Resolution. A schedule of proposed topics is posted at <http://www.gcccd.edu/stars>. What does staff say about STARS? *"This was an excellent workshop - I learned some useful information and felt it was a good use of my time."* *"Thanks to all involved for providing this class for us."*



PHONING AND DRIVING

Two new laws dealing with the use of wireless telephones while driving go into effect July 1, 2008. Visit the DMV's website to review a list of frequently asked questions: <http://www.dmv.ca.gov/cellularphonelaws/index.htm>

BEING GREEN

Give up antibacterial soap. It's not better than regular soap in preventing illness; traces of the antibacterial portion make it into waterways potentially creating strains of resistant bacteria.

Unplug. Unplug your chargers and household items when they are not in use. All of these items use electricity even when they are not "on."

Pot a Plant. Ordinary houseplants can improve air quality by absorbing household gases like formaldehyde, ammonia and benzene.
(From Country Living, 4/08)

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

Labor Relations

Collective Bargaining Update

Administrators' Association – The Administrators' Association and the District have completed the factfinding process and a recommendation was provided by the factfinding panel. The recommendation was included in the docket for the Board meeting on June 17, 2008, and can be viewed by accessing the on-line Board agenda posted on the District's website (Attachment A to Item 504).

CSEA – CSEA Chapter 707 and the District are meeting on a weekly basis, continuing negotiations for the 07-08 year.

United Faculty – The United Faculty and the District have completed the factfinding process and are awaiting a recommendation from the factfinding panel.

Risk Management

Do's and Don'ts for Leave of Absence Forms

The Risk Management department receives all *Request for Leave of Absence* forms. For timely processing through Risk Management and Payroll, please review the information below:

DO

- ✓ Complete all requested info.
- ✓ Check necessary leave type.
- ✓ Obtain all required signatures.
- ✓ Attach appropriate documentation (such as jury summons or timesheet, doctor's note or military orders).
- ✓ Keep a copy for your records.
- ✓ Submit extended leave requests prior to leave date.
- ✓ Verify Risk Management approval for extended leaves (5+ days).

DON'T

- ✓ Submit vacation time, sick leave or approved department leave on leave form.
- ✓ Forgo notification to Risk Management with extended leaves that may be governed by state or federal agencies. Risk Management is here to inform you about your available resources.
- ✓ Forget to submit leave of absence form for time off reflected on time sheet.

Blank forms are available in the Risk Management office and in the Business Offices at each campus. The form can also be found on-line at the Forms Depot/District. Please contact Risk Management at x7710 if you have any questions.

