

OHLONE COLLEGE

Memorandum

TO: Prospective Employees
FROM: Kathleen Johnson
Re: New Part-time Faculty Employment Packet

Welcome to Ohlone College!

To begin the employment process, please complete the following:

1. The paper document showing the date read and that you have a negative result from your intradermal TB test or your chest x-ray report stating that you are “free and clear from active tuberculosis”,
2. A completed “Request For LiveScan Service” form showing that you have had your fingerprints scanned at Overton Security Service, Inc., (address and directions memo included in your new hire packet). You will need to bring a picture ID with you as well.
3. Complete your employment paperwork, as much as possible, as outlined below and on the Adjunct Faculty Employment Checklist:
 - Original Social Security Card (if not used to complete the I-9 Form)
 - Ohlone College Part-Time Employment Application
 - Part I of your Personnel Action Form (PAF), unless you have already submitted this to your Dean
 - Original documents to complete your Employment Eligibility Certificate (Form I-9) -- a complete list of acceptable documents is listed on the back of the “Adjunct Faculty Employment Checklist”
 - Fingerprint fees: You may pay for these fees with your personal check or completed Payroll Deduction Authorization Form
 - Required State Teachers Retirement System forms: you may not “opt out” from participating in either the Cash Balance Plan or the Defined Benefit Plan.
 - Check or saving deposit slip to complete your Direct Deposit Form
 - Official transcripts (if you have multiple degrees, please speak with your Dean regarding which official transcripts need to be submitted)
 - INFORMATIONAL ITEM: Union Dues: \$1.00 per month union dues will be deducted from your monthly pay warrant during the months that you work at Ohlone College.

Once you have completed and collected the documents and forms mentioned on the Adjunct Faculty Employment Checklist, please call or email me to set up an appointment. My direct phone number is (510) 659-7350, or my e-mail address is kjohnson@ohlone.edu. The Human Resources Office hours are 7:30 am to Noon and 1:00 pm to 4:30 pm, Monday through Friday.

The Human Resources Department is located in Building 1, on the 2nd Floor, in Room 1203A. The campus map may be accessed through this link: <http://www.ohlone.edu/core/mapsdirs/maps/>

Please download the following items using these links:

2012 Adjunct Faculty Salary Schedule: <http://www.ohlone.edu/org/hr/salarieschedules.html>

2011-12 Faculty Handbook: <http://www.ohlone.edu/org/academicaffairs/facultyhandbook.html>

2011-12 United Faculty of Ohlone (UFO) Union Contract: <http://www.ohlone.edu/org/hr/docs/contractufo20112012.pdf>

2011-12 & 2012-13 Academic Calendars: http://www.ohlone.edu/org/academicaffairs/calendar_color.html

I look forward to speaking with you soon.