Ohlone College
Part-Time Faculty Employment Checklist for 2014/15

NOTE: All items indicated by an asterisk (*) must be completed prior to entering the classroom.

I. DEAN

Initiates employment process by immediately forwarding the following to the Human Resources Department:
- Complete and submit the Minimum Qualifications / Equivalency Certification Form (MQ) **AND**
- Complete and submit the “PERSONNEL ACTION FORM” (PAF)
- If faculty member is teaching in a different discipline not previously approved, Dean must complete a new MQ.

II. NEW PART-TIME FACULTY

PART A (Must complete the following prior to start of first class):
- Present Tuberculosis (TB) Test results - Interdermal TB test report must show negative test results OR x-ray report which must show signed physician’s statement showing freedom from active TB (See Reverse Side for more information.)
- Employee Emergency Contact Form
- Health Services Faculty: Immunizations, CPR Card; RN, PTA, RT, or other required License(s)
- An original Social Security card (for Payroll and CalSTRS/PERS requirements) If you have not submitted your original social security card, your pay will be held in the Human Resources Department until it has been submitted!
- *Ohlone College Employment Application, WITH STAT Form
- *Employment Eligibility Certificate (I-9 Form)² – (See Reverse Side for list of documents you may provide.)
- *Fingerprint Requirement: Live Scan – “Request For Live Scan Service” Form (See Reverse Side for more information.)
- Fingerprint Process Memorandum
- Informational Item: United Faculty of Ohlone (UFO) Monthly Union Dues ($2.00 per month)

PART B (Must complete the following prior to the start of first class):
- Form W-4
- Loyalty Oath (Human Resources staff will witness your signature)

NOTE: Faculty members MUST SELECT only ONE Retirement PLAN AND MAY NOT “opt out” of the State Teachers Retirement System (STRS).
- CalSTRS Questionnaire
- A. CalSTRS Cash Balance Plan Election Form **AND**
- B. CalSTRS Defined Benefit Plan Election Form
- Mandated Reporter Policy
- Ohlone College Harassment Policy
- Drug-Free Policy
- Direct Deposit Form (with voided check or deposit slip attached)
- Workers Compensation: Personal Physician Pre-Designation Form, Workers Compensation Procedures, Pamphlet

OPTIONAL CONTRIBUTIONS:
- Employee Wellness & Fitness Center Form
- Tax Shielded Annuities (403b, 457b, Roth 403b)
- SOAR Contribution Form
- OHLONE Foundation Scholarship Form

PART C (Must obtain within the first 30 days from start of first class):
- In a sealed envelope, your Official Transcripts OR have them sent directly to the address below.
- An original California Community College Credential AND/OR appropriate licenses or certificates, if applicable.
- Foreign Degrees (Must be evaluated, translated by an approved service, AND original report submitted to the Human Resources Department by the end of the current semester. (See Reverse Side for list of approved services.)
- MEDICAL, Dental, Vision & more: KeenanDirect (Individual & Family Plans) at www.keenandirect.com or call 1-855-653-3626

III. RETURNING FACULTY—HAVING NOT BEEN EMPLOYED LAST SEMESTER

- Present a valid Tuberculosis (TB) Test, if needed.
- Updated W-4 and State Withholding Forms
- New Direct Deposit Form.
- Employee Emergency Contact Form
- *A new I-9 Form (if absent two or more years).
- Update all STRS Forms
- Health Services Faculty: Immunizations, CPR Card; RN, PTA, RT, or other required License(s)

I have completed and read, or will complete and read, the paperwork listed on this Check List within the first 30 days of the semester.

______________________________   ________________________
Employee Signature       Date

______________________________   ________________________
Human Resources Signature      Date

Human Resources, 43600 Mission Blvd.  Fremont, CA 94539   VOICE (510) 659-6088

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DIRECTIONS FOR COMPLETING ITEMS A-D
ITEM A—TUBERCULOSIS (TB) TEST—“freedom from active TB” and a condition of your employment:
You have five (5) options to complete your TB test requirements. They are:
- If you have had a TB test done within the last 60 days, simply provide your physician’s signed note.
- If you have worked at another community college or school district, ask them to forward your results directly to us.
- Go to Ohlone College’s Student Health Center for your intradermal TB test. Please call (510) 659-6258. Testing available Monday or Tuesday only.
- Go to Washington Warm Springs Clinic for your intradermal TB test. Their phone number is (510) 651-2371. Testing available on Monday, Tuesday, Wednesday, and Friday.
- Or, you may be tested by your private physician—at your own expense. You must return to the clinic or doctor’s office and have the test read within 48 to 72 hours. Otherwise, you will need to be retested, at your own expense.

For positive TB test results: you will be required to take a chest x-ray for medical evaluation and obtain written documentation that you are free from active tuberculosis. Use Washington Warm Springs Clinic or your own physician for this x-ray. The District does not cover this cost. Per California Education Code, if you are unable to show freedom from active TB, you will not be hired or rehired.

ITEM B—LIST OF ACCEPTABLE DOCUMENTS TO COMPLETE THE I-9 REQUIREMENTS:
Employment Eligibility Verification (I-9) Form requires one item from List “A”, OR one each from Lists “B” AND “C”: All documents presented must be an original document and unexpired (unless law authorizes an expired document):

<table>
<thead>
<tr>
<th>LIST A</th>
<th>OR LIST B</th>
<th>AND LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity &amp; Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. US Passport or Passport Card</td>
<td>1. Driver’s License or State ID Card</td>
<td>1. Social Security Account number card, unless following restrictions: NOT VALID FOR EMPLOYMENT; VALID FOR WORK ONLY WITH INS OR DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (I-551)</td>
<td>2. Federal, State, or local gov’t agencies or entities ID Card</td>
<td>2. Birth Abroad Certificate (FS-545)</td>
</tr>
<tr>
<td>For specific employer because of status: Foreign Passport w/ I-94 or I-94A w/ same name and unexpired endorsement</td>
<td>6. Military dependent’s ID card</td>
<td>6. US Citizen ID Card (I-197)</td>
</tr>
<tr>
<td>8. Driver’s License</td>
<td>9. Canadian Driver’s License</td>
<td></td>
</tr>
<tr>
<td>9. Voter’s Registration Card</td>
<td>Under age 18 w/o these:</td>
<td></td>
</tr>
<tr>
<td>10. School record or report card</td>
<td>10. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td>11. Day-care or nursery school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These are abbreviated descriptions of each document — please ask HR for page 9 of the I-9 Form for a full description.

ITEM C—FINGERPRINT REQUIREMENT:
To get your fingerprints completed prior to or within 10 days of employment:
- Contact our Live Scan facility to set up an appointment to have your fingerprints done OR drop by their office. Phone number, address and business hours are listed on the New Fingerprint Process memorandum.

ITEM D—FOREIGN DEGREE REQUIREMENTS:
Faculty members must meet the minimum qualifications set by the California Chancellor’s Office. If you have a foreign degree you are required to have your transcripts evaluated AND translated by one of the following agencies:

- Educational Records Evaluations Service (ERES)
  610 University Avenue, Suite 127
  Sacramento, CA 95825-6738
  (866) 411-3737, FAX (916) 921-0793
  http://www.eres.com

- American Education Research Corporation (AERC)
  P.O. Box 996
  West Covina, CA 91793-0996
  (626) 339-4404, FAX (626) 339-9081
  http://www.aerc-eval.com

- International Educational Research Foundation, Inc.
  P.O. Box 3665
  Culver City, CA 90231-3665
  (310) 259-9451, FAX (310) 342-7096
  http://ierf.org

- World Education Services, Inc.
  P.O. Box 5087
  Bowling Green Station
  New York, New York 10274-5087
  (212) 219-7330
  http://www.wes.org

Please have the foreign degree evaluation service submit results directly to Ohlone College, Human Resources Dept, 43600 Mission Blvd, Fremont, CA 94539, indicating the equivalent United States degree earned.