



NON-ACADEMIC HOURLY HANDBOOK

This handbook is for Ohlone College Non-Academic Hourly Employees and their supervisors.

This handbook is for Ohlone College Non-Academic Hourly Employees in the following classifications:

Students

College Work Study

Professional Experts

Substitutes

Short-Term Peak

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INTRODUCTION

Dear Employee,

Welcome to the Ohlone Community College District!

Ohlone College hires students and hourly temporary workers to work in several capacities. These temporary employees and student employees as a group are referred to as non-academic hourly employees. ***Non-academic hourly employees*** are “at-will” employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076:

- Full-time students employed part-time
- Part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds
- Apprentice positions
- Professional Experts
- Substitutes
- Short-terms

This handbook has been designed to provide non-academic employees and their supervisors with an overview of the rules and requirements for non-academic hourly employment at Ohlone Community College District. Non-academic employees provide the District with needed services that generally fall outside the job duties of classified or academic employees. ***The District reaffirms that student employees are present to learn through work, but at no time are any non-academic employees to take the place of a college staff member.***

The non-academic hourly employee’s questions or concerns about the contents of this handbook or about non-academic hourly employee positions in general should be directed to the immediate supervisor or to the Human Resources Department.

Sincerely,

Human Resources

HIRING REQUIREMENTS

The hiring requirements for non-academic employees are set by each department's dean, director, or supervisor.

STUDENT EMPLOYEES

The specific categories and requirements for student employees are outlined by each department's dean or supervisor.

Students may be hired to work in the following classifications:

- Student Workers I, II, III – Non-Financial Aid
- Student Worker High School Lab Assistants
- Student Tutors
- Student Escort Officers
- Lifeguards
- Work Study Students

STUDENT WORKERS I – NON-FINANCIAL AID

Examples: Clerical Assistants, Receptionists, Laborers

No experience or education requirement. Under direct supervision, performs entry-level manual or clerical tasks that require one-step demonstration and limited use of independent judgment and creativity. Tasks are simple, routine, and repetitive. The intent of hiring a Student Worker I is to provide the student with some exposure to the work environment. Placement on the steps should consider if the student is in his/her 1st semester, 2nd semester or 3rd or more.

STUDENT WORKERS II – NON-FINANCIAL AID

Examples: Cashiers, Lab Aides; Tutors

Experience and/or education in an area related to the student's coursework or future interest. Under direct supervision, performs tasks that require a moderate degree of independent judgment. Tasks may vary in degree of complexity. Student Worker II differs from Student Worker I in that the latter requires specialized training/knowledge (Excel, Word, PowerPoint, Accounting and/or record-keeping), broader range of expertise and greater responsibility. Placement on the scale may consider whether or not the students have special training through the EDUC 190 courses as well as the number of semesters completed.

STUDENT WORKERS III – NON-FINANCIAL AID

Examples: Human Resources, Marketing, Radio, Television, CNET

Requires a minimum of one year experience in an area related to the student's coursework or future interest. Under direct supervision, performs tasks that require high creativity within the scope of the assignment.

STUDENT WORKER HIGH SCHOOL LAB ASSISTANTS

LAB program tutors must have a strong background in biotechnology, having completed Biot105 or its equivalent with a B or better. They must be qualified to help high school students with the theory, calculations, and safe performance of lab activities common to introductory biotechnology classes. In the high school classroom, they may work one-on-one with students in a tutoring capacity, work with students in groups, and assist with preparation and performance of labs, all under the supervision of the high school teacher.

STUDENT TUTORS

If you are interested in tutoring, contact the staff in the appropriate learning center or lab. The Subject-specific Tutoring list for links to each center/lab can be found at <http://www.ohlone.edu/org/tutoring/#list>.

Ohlone College offers tutor certification developed by the College Reading and Learning Association (CRLA). While certification is not required to become a tutor at Ohlone College, hundreds of colleges require CRLA certification to work as a tutor. Ohlone College offers two courses and levels of certification (EDUC 191A and EDUC 191B).

To find out more about CRLA tutor certification at Ohlone College, contact Ilene (Sam) Katz at (510) 979-7915 or ikatz@ohlone.edu.

Embedded Tutoring

Tutors can work with a specific class and its instructor to serve the needs of students in that particular course through regularly scheduled, out-of-class study sessions. This is known as embedded tutoring. An embedded tutor must be enrolled in at least a minimum of 6 units and hold a GPA of 3.0.

If you are interested in serving as an embedded tutor, contact the instructor of that class.

If you are an instructor interested in having an embedded tutor, please contact Michael Leib, (510) 659-6521, mleib@ohlone.edu

English and/or ESL Tutors

English Student Tutors are provided one hour of training and CRLA certification is strongly encouraged, but not required. Students must have completed ENGL 101A or beyond with a grade of A or B. English tutors may also tutor ESL. Embedded tutors must be vetted by instructors in the subject area for all four areas.

Foreign Language Tutors

Foreign Language Student Tutors are chosen and vetted by foreign language instructors.

Math Tutors

Math Student Tutors help Ohlone students with their academic skills and study strategies, such as exam preparation, assistance with time management, or research for a paper. A tutor must demonstrate the ability to communicate well with a diverse community and harmony with staff. Maintain patience as they support and guide students toward success.

Math Tutor Level II differs from Math Tutor Level I in that the latter requires specialized training/knowledge and broader range of expertise and greater responsibility. Placement on the scale may consider whether or not the students have special training through the EDUC 190 courses as well as the number of semesters completed.

Speech Tutors

Speech Tutors are trained through the Speech/Communication Lab and follow a training process that has been approved by the National Communication Association.

STUDENT ESCORT OFFICERS

The Student Escort Officer (SEO) Program is designed to enhance the College District's Safety Plan and provide additional support to Campus Police Services. By providing escort service for students and staff during evening hours from 7:00pm to 10:30pm, the SEOs will serve to provide an additional visible presence of college authority on campus, serve as an extra set of eyes to report any suspicious or hazardous circumstances, and enhance the safety and security of the college community. SEOs must be proficient enough in English to effectively communicate over phone, radio, and in writing. Current Ohlone student registered in a minimum of 6 units. SEOs will escort students, staff and visitors to their vehicle safely, inspect their vehicle to make sure that it has not been damaged or tampered with, and stay with the person(s) until they are in their vehicle and drive away.

WORK STUDY STUDENTS

To be eligible, a student must be:

- a U.S. Citizen or a permanent resident
- enrolled in at least six (6) units
- and maintain good academic standing while employed under the program.

To apply, you must file the FAFSA, complete an Ohlone College Federal Work-Study Participation Application (PDF), which can be found at [this link](#)

<http://www.ohlone.edu/org/finaid/docs/workstudyapplication.pdf>, and interview with the Work-Study Coordinator to find employment on campus.

You must also comply with the Ohlone College Human Resources Office hiring procedures and requirements before you will be allowed to begin work. The Financial Aid Office, as well as your supervisor, must have written approval from the Human Resources Office before you may begin working.

Community Service Work-Study students must also sign a release form.

HOURLY TEMPORARY EMPLOYEES

When employing a non-academic hourly employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee, and shall certify the start and end date of the service. The end date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year.

Employment duration is no more than 165 days per fiscal year, unless circumstances require further discussion between the manager of the department and the Human Resources Department.

CLASSIFIED SUBSTITUTES

Classified Substitutes are temporary employees who are not a part of the classified service. They are hired to replace regular classified employees who are temporarily absent from duty or while a recruitment to fill the position is being conducted.

SHORT-TERM EMPLOYEES

Short-Term means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

PROFESSIONAL EXPERTS

Professional Experts are employed on a temporary basis for a specific project(s), such as Contract Ed Instructors or professionals with a particular expertise.

LIFEGUARDS

Maintain safety and well-being of all swimming pool patrons. They will maintain constant and active surveillance of patrons in the facility; act immediately and appropriately to secure safety of patrons in the event of emergency. Provide emergency care and treatment as required until the arrival of emergency medical services. Present professional

appearance and attitude at all times, and maintain a high standard of customer service. Prepare and maintain appropriate activity reports. Open and secure aquatics facility at end of shift.

Requires current certification as Lifeguard by a recognized source of training (e.g. – American Red Cross Lifeguard Training). Must be CPR and First Aid for the Professional Rescuer certified.

NON-CERTIFIED AMERICAN SIGN LANGUAGE INTERPRETERS

Non-Certified American Sign Language Interpreters do not possess any certifications.

CERTIFIED AMERICAN SIGN LANGUAGE INTERPRETERS

Certified American Sign Language Interpreters have become NIC, CSC, CI, CT, and/or CI/CT Certified.

OHLONE FOR KIDS

Our Ohlone for Kids employees are hired as instructors or monitors for our summer Ohlone for Kids program as well as the afterschool program that is run throughout the year.

Requires CPR certification and completion of a mandated reporter training.

CONDITIONS OF ASSIGNMENT

STUDENT EMPLOYEES

- As “at-will” workers, student employees will only be paid for hours and duties actually assigned and worked.
- Student employees must be paid for all hours worked. Student employees are not allowed to volunteer to work unpaid hours.
- Student employees are assigned to **assist** faculty and/or staff and shall not do the work of faculty and/or staff.
- Student employees may earn academic credit toward a Cooperative Education class, as well as compensation for a Federal Work Study (FWS) job. Contact the worksite Financial Aid Office for more details.
- Student employees must be enrolled in and maintain a minimum of six (6) semester units and be in good academic standing (a 2.0 GPA). The supervisor and the Human Resources Department will verify student employees’ eligibility during each semester based on their enrollment.
- Student employees are limited to working a maximum of 20 hours per week when classes are in session. For student employees who are Federal Work Study

employees, additional limitations on their employment may exist, and should be reviewed with the Financial Aid Work Study Coordinator.

ASSIGNMENT LIMITATIONS

- All student employees must be in good academic standing and must continue to make satisfactory progress towards obtaining a degree or certificate.
- Enrollment requirements for student employees apply for regular academic terms (Fall and Spring). For Winter intercession, all students must have been enrolled in the minimum units the previous Fall or upcoming Spring semester. For Summer intercession, all students must have been enrolled in the minimum units the previous Spring or upcoming Fall semester.
- Student employees may be employed for a maximum of five years. Students in those positions may work a maximum of twenty (20) hours per week during regular academic terms, and up to the maximum allowed for non-academic employees during other periods.
- Students employed as Student Workers I, Student Workers II, Student Workers III, Student Worker High School Lab Assistants, Student Tutors, Student Escort Officers, Lifeguards, and Work Study Students must be enrolled in a minimum of six (6) semester units.

HOURLY TEMPORARY EMPLOYEES

- Classified Substitute, Short-Term Employees, Professional Experts, Non-Certified American Sign Language Interpreters, and Certified American Sign Language Interpreters assignments shall be approved by the Human Resources Department prior to the employment of persons in such positions.
- Non-academic hourly positions are exempt from classified service.
- The District reaffirms that at no time are non-academic employees to take the place of a college staff member.

ASSIGNMENT LIMITATIONS

- Non-academic hourly assignments are established on a temporary basis for special projects of limited duration or District needs.
- Professional experts may be hired for special projects of limited duration or District needs.

HIRING PROCESS

Before student and non-academic employees can begin working, they must complete the hiring process at the Human Resources Office. The Human Resources Office is located in building 19 at the Fremont Campus. **Student and non-academic employees shall not**

start work until all paperwork has been processed by the Human Resources Department. The Human Resources Department will let Supervisors know when the employee can begin working. Supervisors will let employees know when they can begin working.

Application packets are available for pick-up in the Human Resources Department.

Once the application packet is completed and submitted, take the following documents to the Human Resources Office to finalize the application process:

- Social Security Card;
- Form of photo identification such as an identification card, driver's license, College I.D., or passport;
- If not a U.S. citizen, take the Alien Residency Card, I-94 or I-20 Form (Employment Eligibility Verification);
- The Loyalty oath page will be signed in the HR Department.

There are Fingerprint and TB Test Requirements for all non-academic hourly employees:

- The fingerprint process must be completed, even if fingerprinted for another employer. The employee is not charged for this process and must go to the District's designated vendor.
- The TB test must be completed and renewed every 4 years. If the employee has a copy of test results within the past 4 years, we can accept a copy of those results; otherwise, the employee must go to the District's designated vendor to have the TB test completed and results submitted to the Human Resources Department. If the employee would like to go to their own medical provider, that is acceptable but the cost will not be reimbursed.

WEB TIME ENTRY (WTE)

PROCESS OVERVIEW

Web Time Entry and Approval (WTE) is a WebAdvisor workflow for Colleague. This system provides an opportunity to improve efficiency and accuracy by moving from the time-intensive manual paper processing of time sheets and timecards to electronic time entry by employees, electronic approvals by supervisors and others required by departments, which then load automatically into the current payroll work file.

DETAILED STEPS

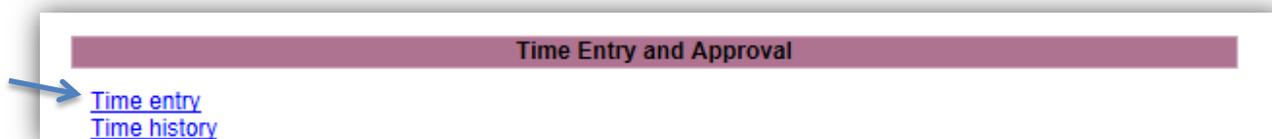
STEP ONE:

Log-in to your WebAdvisor Account and once logged in, click on the "Employees" tab:



STEP TWO:

You should have a “Time Entry and Approval” section. Click on the link for “Time entry” to enter your time.



STEP THREE:

Select the box in the line with the position that you want to enter time for.

Note: You may have multiple positions, so verify that the “Position Title” is the correct position that you want to be entering the time worked. Once you have selected, click “Submit” box.

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	11/01/13	11/30/13	LRC Student Assistant	09/01/13	L.R.C & Instructional Tech	Lesley A. Buehler	Main Campus	12/01/13 12:00AM

SUBMIT

STEP FOUR:

For each day that you have worked, enter the total number of hours in the “Hours Worked” column. No information should be entered in the remaining columns.

Date	Day	Hours Worked	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
11/01/13	Friday	8.00							<input type="checkbox"/>
11/02/13	Saturday								<input type="checkbox"/>
11/03/13	Sunday								<input type="checkbox"/>
11/04/13	Monday	4							<input type="checkbox"/>
11/05/13	Tuesday	3.5							<input type="checkbox"/>
11/06/13	Wednesday	2.75							<input type="checkbox"/>
11/07/13	Thursday	2							<input type="checkbox"/>
11/08/13	Friday	4.25							<input type="checkbox"/>
11/09/13	Saturday								<input type="checkbox"/>
11/10/13	Sunday								<input type="checkbox"/>
11/11/13	Monday								<input type="checkbox"/>

STEP FIVE:

At the bottom of the screen, if you are ready to submit all your time to your manager for approval, check the box acknowledging that the time is accurate and ready for approval and then click the “Submit” box.

If you are not ready to make your final submission, *do not* check the box acknowledging the time is ready for supervisor. Click on the “Submit” box to save.

11/29/13	Friday								<input type="checkbox"/>
11/30/13	Saturday								<input type="checkbox"/>

Additional Time(Prior Period)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval

Supervisor Comments

Supervisor's E-mail Address lbuehler@ohlone.edu

SUBMIT

STEP SIX:

You will receive a confirmation.

Note: Below, the Time Entry Status is “Not Complete” because the acknowledgment box is not checked (as pictured above).

Confirmation

Please be aware that you have not marked your time entry as complete

Pay Period End Date 11/30/13

Time Entry Status Not Complete

Current Pay Period	Hours
Regular Hours	24.50
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	24.50

OK

Note: Below, the Time Entry Status is “Complete” because the acknowledgment box is checked.

EMPLOYEES

Confirmation

Thank you. Your time entry is complete and ready for approval.

Pay Period End Date 03/31/13

Time Entry Status Complete

Current Pay Period	Hours
Regular Hours	72.00
Annual Leave Hours	0.00
Sick Hours	0.00
Total Hours	72.00

OK

STEP SEVEN:

Once you have submitted your time and receive the confirmation screen that your time entry is complete, you are complete with submitting your time *unless* you receive an email notification from your manager, designee or Payroll that your time has been adjusted.

You have now completed your web time entry process for the given month.

CORRECT TIME ENTRIES

Please check that time entered for fraction of hours is recorded correctly. Verify that all entries greater than 8 hours were approved hours and not an error in time entry.

Reporting Fraction of Hours Worked	
Time Worked	Enter
Whole Hours	Whole Number
15 minutes	0.25
30 minutes	0.50
45 minutes	0.75

SUPPORT

If you have any questions as you are going through this process, please contact **Jennifer Druley, Senior HR Specialist**, at jdruley@ohlone.edu or 510-659-7353

TIME SHEETS

- Timesheets shall only be submitted when exception is provided by the Human Resources and Payroll Departments.
- The timesheet should list the hours worked each day (rounded off to the nearest 15 minutes) and be signed (in ink) when submitted to the supervisor.
- The supervisor must sign the time sheet before it is submitted to Payroll.

PAY CHECKS AND RATES OF PAY

- The hiring process must be completed in the Human Resources Office before any District employee can receive a paycheck.
- When the student or non-academic hourly employee has completed the hiring process, he or she will be assigned an employee number (Colleague ID).
- The student or non-academic hourly employee should work according to the schedule and duty hours arranged with the supervisor, making sure not to work in excess of the maximum hours assigned per week.
- The student employee is paid for each hour worked and is not paid for holidays, jury duty, or vacation time.
- Depending upon the assignment, the non-academic hourly employee may be paid by the hour or by the project. The non-academic employee is not paid for holidays, jury duty, or vacation time.
- Paychecks will be issued on the 10th of the month. If the 10th falls on a Saturday, then payday will be on Friday, and if the 10th falls on a Sunday, then payday will be

on Monday. The paycheck will be mailed to the employee's home address or direct deposited into the employee's bank account.

- Check with the Payroll Department website for the payday schedule. For information on pay rates check the salary schedule on the Human Resources website.

SICK LEAVES

Per California Labor Code § 247(a), also known as the Healthy Workplace/Healthy Families Act of 2014, part-time employees are entitled to paid sick leave effective July 1, 2015.

ENTITLEMENT

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked with a monthly accrual cap of 5.3 hours.
- Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours per year.

USAGE

- An employee may use accrued paid sick hours beginning on the 90th day of employment.
- Paid sick hours may be used upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- The use of paid sick hours is limited to 24 hours in each year of employment.

Retaliation or discrimination against an employee who requests paid sick hours, uses paid sick hours, or both are prohibited.

For any questions, contact Jennifer Druley in HR at 510-659-7353 or jdruley@ohlone.edu, or Bonnie Zhu in Payroll at 510-659-6525 or bzhu@ohlone.edu.

DETAILED STEPS FOR ENTERING SICK TIME TAKEN VIA WEB TIME ENTRY

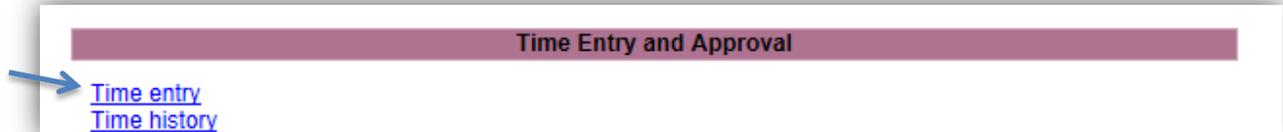
STEP ONE:

Log-in to your WebAdvisor Account and once logged in, click on the "Employees" tab:



STEP TWO:

You should have a “Time Entry and Approval” section. Click on the link for “Time entry” to enter your time.



STEP THREE:

Select the box in the line with the position that you want to enter time for.

Note: You may have multiple positions, so verify that the “Position Title” is the correct position that you want to be entering the time worked. Once you have selected, click “Submit” box.

Time entry

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input type="checkbox"/>	11/01/13	11/30/13	LRC Student Assistant	09/01/13	L.R.C & Instructional Tech	Lesley A. Buehler	Main Campus	12/01/13 12:00AM

SUBMIT

STEP FOUR:

For time that you are reporting as sick, enter the total number of hours in the “Sick Hours” column.

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
11/01/15	Sunday									
11/02/15	Monday				6					
11/03/15	Tuesday	6								
11/04/15	Wednesday	6								
11/05/15	Thursday	6								
11/06/15	Friday									
11/07/15	Saturday									
11/08/15	Sunday									

TO MONITOR SICK LEAVE BALANCE

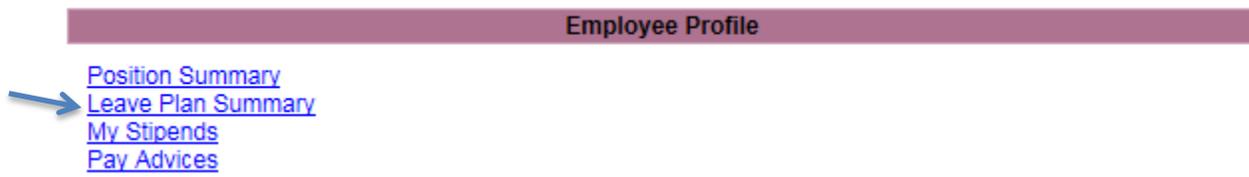
STEP ONE:

Log-in to your WebAdvisor Account and once logged in, click on the “Employees” tab:



STEP TWO:

You should have an “Employee Profile” section. Click on the link for “Leave Plan Summary” to review your leave plan and balance. The leave plan will be “SHR.”



WORK SCHEDULES

The supervisor should work with the student or non-academic hourly employee to establish the employee’s work schedule.

In the case of the student employee, the supervisor may need to work with the student employee at the beginning of each semester to establish or revise the work schedule as the student’s hours of availability may change with each semester’s class schedule. Every attempt should be made to schedule work hours in accordance with the student’s class schedule, being mindful that the department, too, has staffing needs that should be taken into consideration when assigning work hours.

The supervisor and employee should discuss any special requests or schedule conflicts well in advance. Work schedule expectations for the student or non-academic hourly employee include:

- The employee will arrive at work at his/her scheduled start time and remain during scheduled work hours.
- The employee will adhere to the work schedule unless both the supervisor and employee mutually agree to a change.
- The employee will notify the supervisor at the earliest possible opportunity if the employee is absent or late for work.
- If the employee is aware that he or she will be absent or plans to take some time off, the supervisor will be notified in advance.
- Once a mutually agreeable work schedule has been reached, the employee’s inability to maintain the work schedule may impact the needs of the office or project and may result in the termination of the employee’s assignment with the District.

- It is district policy that non-academic hourly employees shall not work more than eight (8) hours in any work day to avoid overtime hours and pay.

LUNCH AND REST BREAKS

As a general rule, employees who work a period of more than five hours are allowed an “off-the- clock” meal period of thirty (30) minutes.

Student and non-academic employees with a daily shift that exceeds 5 hours per day should arrange to take their lunch break during the mid-point of their daily shift, working with their supervisors to arrange reasonable lunch and/or rest breaks.

Because of limits on allowable hours that can be worked each week, student employees usually do not work a daily shift that exceeds five (5) hours.

Employees are allowed a rest break of ten (10) minutes for each four (4) hours worked.

WORKPLACE EXPECTATIONS

WORKPLACE CONDUCT

As members of the Ohlone College community, all employees assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Employees’ conduct is expected to be consistent and compatible with the goals and purposes of Ohlone College required by California Education Code Section 66300. Additionally, student employees are expected to conduct themselves in a manner that is consistent with the District’s Student Code of Conduct (see BOARD POLICY §5500).

As representatives of Ohlone College, the District expects its employees to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor to the integrity and honesty with which they perform their work.

CONFIDENTIALITY

Student and non-academic hourly employees may come in contact with confidential materials such as financial information, employee information, grades, telephone numbers, addresses, etc. All District employees are prohibited from sharing information with others or using it for themselves for any reason not connected with office business.

Under no circumstances are Ohlone College employees permitted to release information to any unauthorized person including, but not limited to, a friend, outside caller or other departments. Supervisors should handle requests of this nature. Breach of confidentiality is a serious offense and shall result in termination of employment.

Supervisors shall discuss confidentiality issues with student and non-academic hourly employees upon hire.

INAPPROPRIATE WORKPLACE CONDUCT

As an employee of the Ohlone Community College District, you may be terminated for failure to demonstrate conduct appropriate to an Ohlone College employee (see Administrative Policy §3050). Inappropriate conduct that may be grounds for termination of employment include, but are not limited to, the following:

- Failure to follow directions given by the supervisor or a college official.
- Work while under the influence of alcohol, stimulants, or other drugs.
- The violation of College and/or office policy on the confidentiality of community college, student and/or employee records, and the use of office equipment.
- Use of computers, internet, or other college equipment inappropriately and/or without authorization.
- Failure to complete the duties assigned, or failing to complete assigned tasks in a timely manner.
- Failure to adhere to the arranged work schedule without notifying the supervisor.
- Failure to be present at work on time as scheduled or repeated tardiness.
- The act of reporting more hours on the time sheet than you actually worked.

STUDENT EMPLOYEES

In addition to the inappropriate workplace conduct detailed above, a student employee may be terminated for failure to maintain the qualifications for employment, including but not limited to the following:

- Violation of the College Standards of Student Conduct (see Board Policy §5500).
- Failure to maintain a minimum 2.0 grade point average or the required number of units (course load) throughout the semester.
- The act of falsifying timecards and/or reporting work hours while attending a class or taking an exam.
- Failure to maintain 6 semester units minimum.

HOURLY TEMPORARY EMPLOYEES

In addition to the previously detailed inappropriate workplace conduct, a non-academic hourly employee may be terminated for:

- Failure to complete the duties assigned equal in measure with the terms of the assignment and/or failure to complete assigned tasks in a timely manner.

WORKPLACE ATTIRE

Non-academic employment is professional employment; the non-academic hourly employee is expected to dress in appropriate workplace attire.

DEPARTMENTAL TRAINING AND SUPERVISION

DEPARTMENTAL TRAINING

Each department is responsible for providing training to the new student or non-academic hourly employee according to the needs of the position. However, there are some general steps that can help any department assist new employees:

- Introduce the new employee to all of the staff (this includes full-time staff, student workers, faculty, management, etc.). This gives the new employee a sense of belonging and demonstrates common courtesy toward the person starting a new job with new co-workers.
- Explain all departmental procedures to the new employee. Provide helpful handouts if there are numerous details to grasp immediately. Examples of information to provide include *how to answer the phone, who handles what types of calls, what forms are needed, answers to frequently asked questions, staff member phone extensions, important names or codes to remember, and computer procedures for special systems.*
- Be sure to define what is acceptable for the new employee in terms of attendance, time reporting, punctuality, appropriate attire, breaks and other basic aspects of the departmental work environment.
- Give the new employee a tour of the workspace. Point out the locations of supplies, restrooms, vending machines, copiers, and fax machines. Tell the new employee that his or her contribution, as a member of the team, is important to the success of the overall department or project.

SUPERVISING STUDENT EMPLOYEES

Student employment provides an opportunity to build workplace and technical skills; therefore, the student employee should not be working unsupervised.

- The student employee's work location should not be isolated; instead, the student employee should be assigned to a work location where there are other staff.
- A member of the faculty, staff, or administration within the department should regularly monitor the student employee's job duties and performance.
- All student employees will have a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- Keys (standard or electronic) shall not be assigned to the student employee.

SUPERVISING OTHER EMPLOYEES

As a professional worker, the non-academic hourly employee may work independently, but the supervisor should give some attention to ensuring that assignment and/or project needs are being met.

The supervisor will determine whether the non-academic hourly employee requires keys (standard/electronic). If it is determined that keys are required, the supervisor will take the appropriate action to have keys assigned to the non-academic hourly employee.

RESIGNATION/TERMINATION OF EMPLOYMENTS

Employment for both student and non-academic hourly employees is “at-will” employment. This means that the District can terminate student and non-academic hourly employees at any time with or without cause or reason, just as student and non-academic hourly employees may choose to resign at any time.

The supervisor should be given as much advance notice as possible (minimum two weeks) if the employee plans to quit the assignment before completion of the semester or completion of the assignment or project.

USE OF OFFICE/COLLEGE EQUIPMENT AND TECHNOLOGY

District property and resources are provided for District business, not personal use. The use of District property, equipment, and resources (i.e. facilities, copy and fax machines, postage, supplies, computers, Ohlone College’s name, stationery, telephones, etc.) by Ohlone College employees must be limited to District business only. Student and non-academic hourly employees should report problems with District equipment to a supervisor immediately.

- Do not install any software on office computers under any circumstances or download any materials, such as games or programs, from the Internet.
- The District’s computers, network system, and voice mail system are intended for the District’s business use. All records (including e-mail, voice mail and other messages) generated or stored on these computers or systems are District records. The District reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person’s use of the District’s computers and/or systems constitutes his or her consent to this access and disclosure.
- Supervisors should advise student and non-academic hourly employees not to share their passwords or use another person’s password. Sharing passwords or using someone else’s password is a violation of District policy.
- Student and non-academic hourly employees are responsible for understanding and complying with the District’s computer and network use policies.
- Supervisors shall refer student and non-academic employees to the worksite technology use policy and to Administrative Procedure (AP) 3720 for more details.

For the installation of software necessary to accomplish the duties associated with an assignment or project, the non-academic employee should check the IT webpage and fill

out the New Employee Request form, which can be found on this link <http://www.ohlone.edu/org/infotech/accountrequest.html>.

STUDENT EMPLOYEES

The college's designated systems administrator may provide student employees with temporary computer access accounts when requested by the manager of the department. Supervisors should advise student employees that college computer use shall be limited to college-related activities only.

HOURLY TEMPORARY EMPLOYEES

Non-academic hourly employees may be provided an account for computer access from the college's designated systems administrator when requested by the manager of the department. Supervisors should advise hourly temporary employees that college computer use shall be limited to college-related activities only.

JEANNE CLERY ACT/SAVE ACT

A MESSAGE FROM THE CHIEF

Welcome to Ohlone Community College.

The Ohlone Community College District Campus Police Services Department would like to welcome all students, faculty, staff, guests, and visitors to the Ohlone Community College District campuses. As a member of the college community, Campus Police Services ("CPS") is dedicated to the preservation of public safety by providing innovative and progressive service. We share the responsibility of ensuring and maintaining a safe, healthy, and engaging educational learning environment where everyone can enjoy the challenges and rewards of obtaining or providing an education in an atmosphere free from fear, harassment, or discrimination in partnership with the community.

The safety and wellbeing of all members of the college community is the primary concern and responsibility of the officers and staff of Campus Police Services.

The Ohlone Community College District Campus Police Services Department is a California Commission on Police Officers Standards and Training (P.O.S.T.) certified police agency with highly trained officers and support personnel. We are committed to the highest standards of professionalism and service. Campus Police Services strives to provide an atmosphere of safety that will enable the college community to focus on providing the highest quality education and learning.

This Annual Security Report is available to the public to provide information regarding crime statistics and safety information required by law in compliance with the "Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act" (20 USC §1092(f).) If

you have questions or concerns regarding any information in this brochure, please contact the Campus Police Services Department at (510) 659-6111 (or 6111 from campus phones), or come by the Campus Police Services Department office located in Building 20 at the Fremont campus or Room NC1001 on the Newark campus. You may review information and communicate with the Campus Police Services website at: <http://www.ohlone.edu/org/security/>. CPS's number at Newark is (510) 742-2311 (or 2311 from campus phones).

Campus Police Services is dedicated to providing the highest level of professional police service to the Ohlone College community with pride, honor, and integrity.

John W. Worley
Chief
Ohlone Community College District
Campus Police Services

WORKPLACE INJURY

The Ohlone Community College District is committed to providing a safe working environment for all employees and minimizing the adverse impact of work-related injuries. In this effort we provide a variety of safety and claims services for our employees. Our goal in requiring the reporting of incidents is to promote prompt notification of unsafe conditions so that prompt and appropriate remediation can take place. Incident reporting ensures that a record is on file with the employer. In no way does this waive the employee's right to Workers' Compensation benefits.

If an employee is injured while working on campus, the injury must be reported to the supervisor immediately. Student and non-academic employees are entitled to Workers' Compensation benefits, but are not entitled to Unemployment Insurance. The District pays the cost of this insurance, which provides weekly cash benefits and/or medical care for employees who are injured or become ill as a direct result of their job. See the Human Resources webpage for more information.

EMPLOYEE RESPONSIBILITIES

- Report an occupational injury to the supervisor immediately and seek medical care when necessary.
- Contact Company Nurse at 1-877-518-6702 to report the incident or injury as soon as possible. After contacting Company Nurse, notify the Human Resources Office to complete the Incident Injury Report Form to ensure that there is a record on file.
- The employee must keep the supervisor informed of the status of the injury and claim. The Supervisor must also complete a Supervisor's Report of Employee Injury.
- The employee must notify the supervisor prior to going to doctor appointments and/or physical therapy.

SUPERVISOR RESPONSIBILITIES

- A supervisor must complete the Supervisor's Report with the employee within three business days of learning of the injury.
- If an incident takes place that results in an injury, first aid may be appropriate in some cases. Filing of an incident and injury report with the Campus Police Office is not a filing of a Workers' Compensation claim. An employee retains the right to file a Workers' Compensation claim.
- **Important: If an employee is hospitalized other than for observation for 24 hours or more, or has an injury that results in a loss of limb (amputation) or loss of life, contact Vy Anderson in Human Resources at (510) 659-7355 or Shairon Zingsheim at (510) 659-6201 immediately as these must be reported to OSHA within 8 hours of the event.**
- Forward the completed Supervisor's Report of Employee Injury or Illness to **Vy Anderson in Human Resources at vanderson@ohlone.edu.**
- When an employee has sought treatment for an occupational injury, he or she is to bring a note from the treating physician indicating the employee's return to work status, and whether there are any restrictions. Departments are to make a copy of all doctors' notes and correspondence for departmental files, and send the original to Vy Anderson in Human Resources.
- When the treating physician releases an employee with a work restriction, the supervisor should contact Vy Anderson to discuss return to work opportunities.

CONTACT INFORMATION

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