

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 ^A 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)^B – (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 State Withholding Form
 - 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 CalSTRS Recipient Designation Form
 - A. CalSTRS Cash Balance Plan Election Form CalSTRS Acknowledgement
 - B. CalSTRS Defined Benefit Plan Election Form Windfall Elimination Provision Form
 - Mandated Reporter Policy Other School Districts Cash Balance Form
 - Ohlone College Harassment Policy Reporting Absences and Canceling Classes Memo
 - Drug-Free Policy Computer and Network Use 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 SOAR Contribution Form
 - Tax Sheltered Annuities (403b, 457b, Roth 403b) 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 ^D (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 ^A, if needed.
- Updated W-4 and State Withholding Forms
- New Direct Deposit Form.
- *Employee Emergency Contact Form
- *A new I-9 ^B 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

- OVER -
Page 1 of 2

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):

LIST A

Documents that Establish Both Identity & Employment Authorization

1. US Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (I-551)
3. Foreign Passport w/ temp. I-551 stamp or printed notation on immigrant VISA
4. Employment Authorization w/ photo (I-766)
5. Nonimmigrant alien authorized to work for specific employer because of status: Foreign Passport w/ I-94 or I-94A w/ same name and unexpired endorsement
6. Passport from Federated States of Micronesia (FSM) or Republic of Marshall Islands (RMI) with I-94 or 94A indicating nonimmigrant admission under Compact of Free Association

OR LIST B

Documents that Establish Identity

1. Driver’s License or State ID Card
 2. Federal, State, or local gov’t agencies or entities ID Card
 3. School ID w/picture
 4. Voter’s Registration Card
 5. US Military Card or draft record
 6. Military dependent’s ID card
 7. US Coast Guard Merchant Mariner Card
 8. Native American tribal doc.
 9. Canadian Driver’s License
- Under age 18 w/o these:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school

AND LIST C

Documents that Establish Employment Authorization

1. Social Security Account number card, unless following restrictions: NOT VALID FOR EMPLOYMENT; VALID FOR WORK ONLY WITH INS OR DHS AUTHORIZATION
2. Birth Abroad Certificate (FS-545)
3. State Dept. Birth Certificate (DS-1350)
4. Original or Cert. Copy of Birth Certificate
5. Native American tribal doc.
6. US Citizen ID Card (I-197)
7. Resident Citizen ID Card (I-179)
8. Employment authorization document issued from Department of Homeland Security

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
(219) 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.