

LOS RIOS COMMUNITY COLLEGE DISTRICT - COMPLIANCE CHECKLIST

Temporary Classified / Employment Service Agreements (ESAs) / Professional Expert Agreements (PEXs) / Student Help / Federal Work Study Employees

PRINT EMPLOYEE NAME:

LAST,

FIRST,

M.I.

Employee ID OR Last Four Digits of SSN

1. **NEW EMPLOYEE TRAINING CHECKLIST – SUBMIT TO HUMAN RESOURCES**
#7 listed on of the New Employee Training Checklist, is the specific "Job Safety Analysis". The Job Safety Analysis for your position available to download at the Los Rios website. It can be printed out by any Los Rios employee (i.e., your supervisor). Directions to print out a Job Safety Analysis form: 1) Go to www.losrios.edu website address. 2) Click on "Employees". 3) Click on "All other links are require secure login - click here to enter". 4) Click on "Human Resources". 5) Click on "Job Safety Analysis", then choose the job title of the position and print out the appropriate Job Safety Analysis.
2. **NOTICE OF WORKER'S COMPENSATION PACKET – SUBMIT TO HUMAN RESOURCES**
Notice to New Employees - Worker's Compensation; CA Worker's Compensation - What Every Worker Should Know; Designated Medical Facilities for Worker's Compensation Treatment; Optional "Predesignation of Personal Physician" form; and the pamphlet: Facts about Workers Compensation.
3. **SSA-1945 FORM – SUBMIT TO HUMAN RESOURCES**
I understand this form is only applicable if I am in a position which is NOT covered by Social Security. This applies to all Student Help/Federal Work Study/PEX employees AND to Temporary Classified employees who contribute into Public Agency Retirement Services (PARS) or to ESA employees who contribute to CalSTRS.
4. **NOTICE OF EXCLUSION FROM CALPERS MEMBERSHIP – SUBMIT TO HUMAN RESOURCES**
I have been given and completed the Notice of Exclusion from CalPERS Membership form. (Exception: If I am hired as a Temporary Classified employee and I am already a member with CalPERS, or if I am hired on an Employment Service Agreement (ESA), then this form is **NOT** applicable.)
5. **EMPLOYEE FERPA AGREEMENT - SUBMIT TO HUMAN RESOURCES** - I have been given and completed the Employee FERPA Agreement form.
6. **HEPATITIS B VACCINATION ACCEPTANCE OR DECLINATION FORM – IF APPLICABLE, SUBMIT TO HUMAN RESOURCES**
Hepatitis B Vaccination Acceptance or Declination form **MUST** be submitted to Human Resources AND Bloodborne Pathogens training **MUST** be completed, if required per job classification/position. See the reverse side of the Employee Copy of this checklist for a list of positions with occupational exposure to bloodborne pathogens, directions on how to print out the Hep B Vaccination Acceptance or Declination form, and instructions on how to complete the Bloodborne Pathogens training.
7. **TITLE IX: MANDATORY TRAINING, SEXUAL HARASSMENT AND SEXUAL VIOLENCE, AND HOW TO REPORT IT ("NOT ANYMORE")**
I received the Mandatory Title IX Training information packet and understand that I have 30 days to complete the online training through Employee Self-Service. This training is only required once, at the time of hire.
8. **POLICIES & REGULATIONS, CONFLICT OF INTEREST RULES AND COMPUTER USE REGULATIONS – GIVEN TO EMPLOYEE**
I understand that Los Rios Policies and Regulations are available on the Los Rios Website. To review go to: www.losrios.edu/legal, then click on "Policies & Regulations". The Conflict of Interest Rules are located under "Board Policy" area. Click on either the "8000" or "Business" series and review the policy numbered "8631" titled "Conflict of Interest Rules". The Computer Use Regulations are located under "Administrative Regulations" area. Click on either the "8000" or "Business" series and review all regulations under the "8800" series titled "Administrative Computer Use".
9. **EMPLOYEE RIGHTS AND RESPONSIBILITIES PACKET; LABOR COMMISSIONER'S OFFICE: RIGHTS OF VICTIMS – GIVEN TO EMPLOYEE**
Includes information on: Non Discrimination and Disability Accommodation; Sexual Harassment / Non Discrimination / Violence-Free Workplace / Drug and Alcohol Free Workplace; Workplace Bullying; Professional/Ethical Behavior; Clery Act; Administrative Computer Use and Regulations; Information Available Online; Bloodborne Pathogens and Local Counseling and Rehabilitation Programs. The Labor Commissioner's office Rights of Victims of domestic violence, sexual assault and stalking – rights to time off, reasonable accommodation, freedom from retaliation and discrimination.
10. **EMPLOYEE SELF SERVICE INFORMATION – GIVEN TO EMPLOYEE**
Form provides directions to access Employee Self Service internet pages (i.e., access to update Emergency Contact, review Pay Warrants, etc.).
11. **HEALTH INSURANCE MARKETPLACE NOTICE TO NEW HIRES – GIVEN TO EMPLOYEE**
Provides information on the new Health Insurance Marketplace as part of the Affordable Care Act.
12. **PAID SICK LEAVE (Temporary Classified/Student Help/Federal Work Study Employees ONLY – GIVEN TO EMPLOYEE)**
Notification of sick leave per Labor Code section 245, Accrual of Paid Sick Leave, and Use of Paid Sick Leave.
13. **PUBLIC AGENCY RETIREMENT SERVICES (PARS) INFORMATION**
(PARS information applies to MOST Temporary Classified and all Professional Expert Agreement (PEX) employees). I understand that if I am a Temporary Classified and/or Professional Expert Agreement employee AND I am being hired for a position which I will contribute into PARS, then the following PARS ARS 457 forms will apply to me: Plan Information Sheet, Frequently Asked Questions and Designation of Beneficiary Form. These and other PARS related forms are available at the Los Rios website by following steps 1-4 in #2 above, then for step 5 click on "Public Agency Retirement Services (PARS) Information".
14. **ADA & FEHA Information / EDD BOOKLET**
The District is in compliance with Americans with Disabilities Act (ADA)/ Fair Employment and Housing Act (FEHA) and provides reasonable accommodations to individuals with disabilities. Information can be located at: <http://www.losrios.edu/legal/gc-disability.htm>
The EDD Booklet entitled "For Your Benefit - California's Programs for the Unemployed".
Further information about either of these items is available in Human Resources and/or the Vice President offices on campus.
15. **403(b) or 457 TAX SHELTERED ANNUITY (TSA) PLAN FOR TEMPORARY CLASSIFIED, ESA, AND PEX EMPLOYEES:**
I understand that I may be eligible to participate in a Los Rios sponsored 403(b) and/or 457 Tax Sheltered Annuity (TSA) plan. If I am interested, I will contact the Los Rios Employment Benefits Department at (916) 568-3070.
16. **VOLUNTARY BENEFIT PROGRAM (Medical Program)** - Go to: www.KeenanDirect.com, call (855) 653-3626 or call (916) 568-3070 for a flyer.

I have received (when applicable), read and agree to comply with the material and information that I have been given as listed above which apply to the position for which I am being hired. If I have any questions regarding this material or information, I will contact a Human Resources representative. (For Student Help/Federal Work Study/Temporary Classified questions, call (916) 568-3107. For Employment Service Agreement/Professional Expert Agreement questions, call (916) 568-3179.)

EMPLOYEE SIGNATURE

DATE

LOS RIOS COMMUNITY COLLEGE DISTRICT - COMPLIANCE CHECKLIST

Temporary Classified / Employment Service Agreements (ESAs) / Professional Expert Agreements (PEXs) / Student Help / Federal Work Study Employees

PRINT EMPLOYEE NAME:

LAST,

FIRST,

M.I.

Employee ID OR Last Four Digits of SSN

- 1. NEW EMPLOYEE TRAINING CHECKLIST – SUBMIT TO HUMAN RESOURCES**
#7 listed on of the New Employee Training Checklist, is the specific "Job Safety Analysis". The Job Safety Analysis for your position available to download at the Los Rios website. It can be printed out by any Los Rios employee (i.e., your supervisor). Directions to print out a Job Safety Analysis form: 1) Go to www.losrios.edu website address. 2) Click on "Employees". 3) Click on "All other links are require secure login - click here to enter". 4) Click on "Human Resources". 5) Click on "Job Safety Analysis", then choose the job title of the position and print out the appropriate Job Safety Analysis.
- 2. NOTICE OF WORKER'S COMPENSATION PACKET – SUBMIT TO HUMAN RESOURCES**
Notice to New Employees - Worker's Compensation; CA Worker's Compensation - What Every Worker Should Know; Designated Medical Facilities for Worker's Compensation Treatment; Optional "Predesignation of Personal Physician" form; and the pamphlet: Facts about Workers Compensation.
- 3. SSA-1945 FORM – SUBMIT TO HUMAN RESOURCES**
I understand this form is only applicable if I am in a position which is NOT covered by Social Security. This applies to all Student Help/Federal Work Study/PEX employees AND to Temporary Classified employees who contribute into Public Agency Retirement Services (PARS) or to ESA employees who contribute to CalSTRS.
- 4. NOTICE OF EXCLUSION FROM CALPERS MEMBERSHIP – SUBMIT TO HUMAN RESOURCES**
I have been given and completed the Notice of Exclusion from CalPERS Membership form. (Exception: If I am hired as a Temporary Classified employee and I am already a member with CalPERS, or if I am hired on an Employment Service Agreement (ESA), then this form is *NOT* applicable.)
- 5. EMPLOYEE FERPA AGREEMENT - SUBMIT TO HUMAN RESOURCES** - I have been given and completed the Employee FERPA Agreement form.
- 6. HEPATITIS B VACCINATION ACCEPTANCE OR DECLINATION FORM – IF APPLICABLE, SUBMIT TO HUMAN RESOURCES**
Hepatitis B Vaccination Acceptance or Declination form **MUST** be submitted to Human Resources AND Bloodborne Pathogens training **MUST** be completed, if required per job classification/position. See the reverse side of the Employee Copy of this checklist for a list of positions with occupational exposure to bloodborne pathogens, directions on how to print out the Hep B Vaccination Acceptance or Declination form, and instructions on how to complete the Bloodborne Pathogens training.
- 7. TITLE IX: MANDATORY TRAINING, SEXUAL HARASSMENT AND SEXUAL VIOLENCE, AND HOW TO REPORT IT ("NOT ANYMORE")**
I received the Mandatory Title IX Training information packet and understand that I have 30 days to complete the online training through Employee Self-Service. This training is only required once, at the time of hire.
- 8. POLICIES & REGULATIONS, CONFLICT OF INTEREST RULES AND COMPUTER USE REGULATIONS – GIVEN TO EMPLOYEE**
I understand that Los Rios Policies and Regulations are available on the Los Rios Website. To review go to: www.losrios.edu/legal, then click on "Policies & Regulations". The Conflict of Interest Rules are located under "Board Policy" area. Click on either the "8000" or "Business" series and review the policy numbered "8631" titled "Conflict of Interest Rules". The Computer Use Regulations are located under "Administrative Regulations" area. Click on either the "8000" or "Business" series and review all regulations under the "8800" series titled "Administrative Computer Use".
- 9. EMPLOYEE RIGHTS AND RESPONSIBILITIES PACKET; LABOR COMMISSIONER'S OFFICE: RIGHTS OF VICTIMS – GIVEN TO EMPLOYEE**
Includes information on: Non Discrimination and Disability Accommodation; Sexual Harassment / Non Discrimination / Violence-Free Workplace / Drug and Alcohol Free Workplace; Workplace Bullying; Professional/Ethical Behavior; Clery Act; Administrative Computer Use and Regulations; Information Available Online; Bloodborne Pathogens and Local Counseling and Rehabilitation Programs. The Labor Commissioner's office Rights of Victims of domestic violence, sexual assault and stalking – rights to time off, reasonable accommodation, freedom from retaliation and discrimination.
- 10. EMPLOYEE SELF SERVICE INFORMATION – GIVEN TO EMPLOYEE**
Form provides directions to access Employee Self Service internet pages (i.e., access to update Emergency Contact, review Pay Warrants, etc.).
- 11. HEALTH INSURANCE MARKETPLACE NOTICE TO NEW HIRES – GIVEN TO EMPLOYEE**
Provides information on the new Health Insurance Marketplace as part of the Affordable Care Act.
- 12. PAID SICK LEAVE (Temporary Classified/Student Help/Federal Work Study Employees ONLY – GIVEN TO EMPLOYEE)**
Notification of sick leave per Labor Code section 245, Accrual of Paid Sick Leave, and Use of Paid Sick Leave.
- 13. PUBLIC AGENCY RETIREMENT SERVICES (PARS) INFORMATION**
(PARS information applies to MOST Temporary Classified and all Professional Expert Agreement (PEX) employees). I understand that if I am a Temporary Classified and/or Professional Expert Agreement employee AND I am being hired for a position which I will contribute into PARS, then the following PARS ARS 457 forms will apply to me: Plan Information Sheet, Frequently Asked Questions and Designation of Beneficiary Form. These and other PARS related forms are available at the Los Rios website by following steps 1-4 in #2 above, then for step 5 click on "Public Agency Retirement Services (PARS) Information".
- 14. ADA & FEHA Information / EDD BOOKLET**
The District is in compliance with Americans with Disabilities Act (ADA)/ Fair Employment and Housing Act (FEHA) and provides reasonable accommodations to individuals with disabilities. Information can be located at: <http://www.losrios.edu/legal/gc-disability.htm>
The EDD Booklet entitled "For Your Benefit - California's Programs for the Unemployed".
Further information about either of these items is available in Human Resources and/or the Vice President offices on campus.
- 15. 403(b) or 457 TAX SHELTERED ANNUITY (TSA) PLAN FOR TEMPORARY CLASSIFIED, ESA, AND PEX EMPLOYEES:**
I understand that I may be eligible to participate in a Los Rios sponsored 403(b) and/or 457 Tax Sheltered Annuity (TSA) plan. If I am interested, I will contact the Los Rios Employment Benefits Department at (916) 568-3070.
- 16. VOLUNTARY BENEFIT PROGRAM (Medical Program) -** Go to: www.KeenanDirect.com, call (855) 653-3626 or call (916) 568-3070 for a flyer.

I have received (when applicable), read and agree to comply with the material and information that I have been given as listed above which apply to the position for which I am being hired. If I have any questions regarding this material or information, I will contact a Human Resources representative. (For Student Help/Federal Work Study/Temporary Classified questions, call (916) 568-3107. For Employment Service Agreement/Professional Expert Agreement questions, call (916) 568-3179.)

EMPLOYEE SIGNATURE

DATE

EMPLOYEE COPY

Revised: 07/2017