

## Checklist for Deans

(To assist with frequently asked questions for new Adjunct/Substitute Faculty)

- APPLICATION ON FILE WITH HUMAN RESOURCES** - Make sure that the new hire has an application on file with the Los Rios Community College District, Recruitment Office. If you are unsure, please call (916) 568-3112 to confirm. The new hire **MUST** have an application on file prior to being hired.
  
- JOB OFFERED** - Job offers can ONLY be done by an authorized staff member (Presidents, Vice Presidents, and Deans). When offering a position, notify new hire that this position is contingent upon review by Human Resources, meeting minimum qualifications and their clearance of their background check.
  
- FINGERPRINT PACKET** - A LiveScan packet must be given to a new hire in order for the applicant to be fingerprinted. The new hire must be fingerprinted **PRIOR** to starting their assignment and prior to their Human Resources orientation. (Note: Make sure that an administrator/hiring manager signs the LRCCD College Police Fingerprint Scanning Authorization Form prior to giving fingerprint packet to the new hire.)
  
- KEYS** - The new hire will need to pick up keys. Complete a Key Request Form and sent to the appropriate office. For assistance or further information, contact the departments below.
  - American River College – ARC Campus Police (916) 484-8019
  - Cosumnes River College – CRC District Police (916) 691-7393
  - El Dorado Center – Administration (530) 642-5622
  - Folsom Lake College – FLC District Police (916) 608-6631
  - Sacramento City College – Operations (916) 558-2543
  
- PHONE DIRECTORY** - The new hire should either be given a telephone directory or directed where they can pick one up.
  
- VOICEMAIL** – A voicemail request must be completed so the new hire has access to voicemail. To complete the form go to [Unified Messaging Request Form](#) or <http://um.losrios.edu/phone-assessment/>. For further information contact the Los Rios Community College Help Desk. From an internal Los Rios phone, dial x4357 (HELP). From an external phone, dial (916) 568-3012.

**NEW HIRE CHECKLIST FOR ADJUNCT/SUBSTITUTE FACULTY** - Make sure to fill out the top section of the “New Hire Checklist for Adjunct/Substitute Faculty” and review with new hire.

**New Hire Checklist for Adjunct/Substitute Faculty**  
 (to assist with frequently asked questions for new Adjunct/Substitute Faculty)

<b>CAMPUS INFORMATION</b>	
<b>Main Campus:</b>	
<b>Outreach Location</b> (if applicable):	
<b>DEPARTMENT INFORMATION</b>	
<b>Dean's Name:</b>	
<b>Department Name:</b>	
<b>Department Phone Number:</b>	
<b>Department Hours:</b>	
<b>NEW HIRE INFORMATION</b>	
<b>Instructor Name:</b>	
<b>Position Type:</b> (Adjunct or Substitute Faculty)	
<b>Start Date:</b> (If Substitute, how will employee be notified, if needed)	
<b>Class Title/Assignment:</b> (Specific Class or Assignment Type, e.g. Counseling)	
<b>Room Location(s):</b>	

**Congratulations on your new adjunct/substitute position with the Los Rios Community College District! This position is contingent upon review of your application by Human Resources (HR), meeting the required minimum qualifications and clearing a fingerprint background check. Below is information to assist you in getting started.**

- **Live Scan (Fingerprint Background Check):** Your hiring Dean will provide you with an “Adjunct Faculty – Fingerprint Directions” packet, which contains a Live Scan form. Follow the directions and upon completion of your Live Scan, you will retain two copies of the form. You will need to bring one copy of the completed Live Scan form to your Human Resources Orientation.
- **Human Resources Orientation:** New hires *must* contact their Human Resources Specialist for an orientation as soon as possible. Note: Your Live Scan must be completed prior to your orientation.

Your HR Specialist is determined by the first letter of your last name:

**A-G – Brandy Shiners at (916) 568-3119**

**H-Pa – Kenya Runyan at (916) 568-3148**

**Pb-Z – Arcelia Montes at (916) 568-3172**

You will find pre-employment information (salary placement, tuberculosis, fingerprint information, etc., located at [www.losrios.edu](http://www.losrios.edu), click on “**Job**”, click on “**For Employees**”, then click on “**New Adjunct Faculty Hiring Process**” **OR** go to <http://www.losrios.edu/hr/NewAdjunctEmployees.htm>.

- **Tuberculosis Clearance:** You will need to provide appropriate clearance within 15 days of your hire date. Refer to the memo included in your “Adjunct Faculty – Fingerprint Directions” packet **OR** go to <http://www.losrios.edu/hr/ESA%20Page/ESAPage/TBRequirement.html> for further information.
- **Employee ID Number:** For new hires, this will be provided to you at your Human Resources Orientation, if you have been a past Los Rios Student, your ID# will be the same as your Student #. To look up your Employee ID# go to: [www.losrios.edu](http://www.losrios.edu), click on “[Employees](#)”, next click on “[Employee Self Service \(ESS\)](#)”, next click on “[Lookup your Employee ID](#)” **OR** go to <https://www.losrios.edu/cgi-bin/lrc/lookup.cgi?idtype=E>.
- **E-Mail:** To set up a password and gain access to your e-mail, you will need to go to: [www.losrios.edu](http://www.losrios.edu), click on “[Employees](#)”, next click on “[Employee Self Service \(ESS\)](#)”, next click on “[New User: Create Your Password](#)” **OR** go to <https://www.losrios.edu/newhire>. An e-mail address will be established for you automatically after the Instruction Office processes your Tentative Class Schedule. If it has been **two full weekdays** after your orientation and you still do not have an e-mail address contact your HR Specialist or the Help Desk ([helpdesk@losrios.edu](mailto:helpdesk@losrios.edu)). To contact the Help Desk from an internal Los Rios phone line, dial x4357 (HELP) or from an external phone line, dial (916) 568-3012.
- **Tentative Class Schedule (TCS):** Your TCS will either be mailed to your home address or placed in your campus mailbox. The TCS has information about your assignment(s). If you need another copy of your TCS, the Instruction Office on your campus can provide you one.
- **Mailbox:** All adjunct staff will have a mailbox available to them in the department/division area. Make sure to locate your mailbox and look for your Tentative Class Schedule (TCS) agreement (or this may be mailed to your home), college information, departmental updates, and other mail items throughout the semester/session.
- **Intranet/On Line Grading:** To access the intranet, go to <https://inside.losrios.edu> and follow the instructions for your campus. You will not be able to log in to the intranet and view a class roster until you have activated your e-mail account.
- **Employee ID Card:** Each campus has a specific location where you can get your employee card. Check with your Dean for the location on your campus.
- **Keys:** You will need keys to get into your classroom – make sure to pick up your keys prior to starting at the appropriate locations as listed below (call for hours). If you are at an outreach center, you will need to go to the main campus to pick up your keys (except El Dorado Center). Please note that your Dean will send a request for a new key and the below department will contact you when it is ready to pick up.
  - American River College – ARC Campus Police (916) 484-8019
  - Cosumnes River College – CRC District Police (916) 691-7393
  - El Dorado Center – Administration (530) 642-5622
  - Folsom Lake College – FLC District Police (916) 608-6631
  - Sacramento City College – Operations (916) 558-2543
- **Parking Decal:** Each semester you will need to obtain a new parking decal. To obtain your parking decal, go to the College Police Department during their office hours and bring with you a copy of your Tentative Class Schedule (TCS) and a picture ID.

- **Voicemail:** The department Administrative Assistant sends a request to the Los Rios Help Desk to set up your voicemail box. In the back of all phone directories is information on using your voicemail. If you have further questions regarding voicemail and telephone operations, an online guide is available at <http://um.losrios.edu/>. For all other telephone problems, contact the Los Rios Community College Help Desk. From an internal Los Rios phone line, dial x4357 (HELP). From an external phone line, dial (916) 568-3012.
- **Office Hours:** The District has a voluntary Office Hours Program. In order to be paid, should you qualify, appropriate paperwork must be submitted. For further information, please review your LRCFT contract. The Interest Form for Adjunct Faculty Office Hours Program is located at [www.losrios.edu](http://www.losrios.edu), click on “[Employees](#)”, click on “[All other links require secure login - click here to enter](#)”, click on “[Human Resources](#)”, click on “[Forms](#)”, under “LRCFT Forms from Appendix C” section click on “Interest form for Adjunct Faculty Office Hours Program” link.
- **Missing a Class:** If you know you will be unable to attend a class session or your office hours, you are required to notify your Dean in order to allow for appropriate coverage during the time you will be out. If you are unable to attend a class due to an unexpected illness, contact your department/dean as soon as possible so that the class(es) can either be cancelled or a substitute can be called in.
- **Phone Directory:** Phone directories are available for each campus. Most directories have a departmental listing, alphabetical listings, Los Rios phone guides for all colleges, voicemail guide, emergency procedures, and campus maps. In addition, you can find directory information at each campus’ website.
- **Maps/Class Location:** Prior to starting, make sure you know the building and room number in which your assignment is held. Campus maps are available online by going to [www.losrios.edu](http://www.losrios.edu), click on “[About Los Rios](#)”, then click on “[District/College Maps and Addresses](#)” located on the top right side of the page **OR** ask your Dean for a campus map **OR** go to [http://www.losrios.edu/lrc/lrc\\_addresses.html](http://www.losrios.edu/lrc/lrc_addresses.html).
- **Computer Problems:** Each campus has their own IT/Computer Help Desk phone line. For campus computer issues call or send a message via computer:
  - American River College - (916) 484-8259 **OR** <https://helpdesk.arc.losrios.edu/>
  - Cosumnes River College - (916) 568-3012 or (916) 691-7149 (emergency only) **OR** <https://www.crc.losrios.edu/facstaff/it>
  - Folsom Lake College - (916) 608-6561
  - El Dorado Center (530) 642-5689 / (530) 642-5677 / (530) 642-5687
  - Sacramento City College - (916) 558-2222 **OR** <http://helpline.scc.losrios.edu/> or <http://www.scc.losrios.edu/it/>
- **Los Rios Information:** Located at [www.losrios.edu](http://www.losrios.edu), click on “[Employees](#)”, and click on “[All other links require secure login - click here to enter](#)” (this can only be accessed from a LRCCD networked computer). There is a vast amount of information available for Los Rios employees, including; Academic Calendars, Emergency Response Procedures, Employee Benefits Information, Paycheck Description, Human Resources Information (Adjunct Faculty Hiring Process, Calendars, Informational Flyers, Collective Bargaining Agreements, etc.).
- **District Police:** The Los Rios Community College District College Police phone number is (916) 558-2221. For Emergencies, please call from a Los Rios phone x2221, external phone (916) 558-2221 or 911. The Los Rios Police website is <https://www.police.losrios.edu/>, you can find information on LRCCPD Emergency, Disaster Preparedness, Crime Prevention, Parking, etc.