

LOS RIOS COMMUNITY COLLEGE DISTRICT - COMPLIANCE CHECKLIST

Temporary Classified / Student Help / Federal Work Study Employees

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 Analyses”. The Job Safety Analyses 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 <https://losrios.edu> website address. 2) Click on “Employees”. 3) Click on “HR & Benefits”. 4) Click on “Human Resources”. 5) Click on “Job Descriptions and Safety Analyses”, then choose the job title of the position and print out the appropriate Job Safety Analyses, if applicable your hiring supervisor can assist.

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 employees AND to Temporary Classified employees who contribute into Public Agency Retirement Services (PARS). (Exception: If I am hired as a Temporary Classified employee and I am already a member of CalPERS, then this form is **NOT** applicable.)

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, 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. If further information is needed, please visit the web page at <https://employees.losrios.edu/lrccd/employee/doc/gs/forms/gs-178.pdf>

7. TITLE IX: MANDATORY TRAINING, SEXUAL HARASSMENT & SEXUAL VIOLENCE, AND HOW TO REPORT IT (“NOT ANYMORE”) - GIVEN TO EMPLOYEE

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. KEENAN SAFECOLLEGES ONLINE TRAINING - GIVEN TO EMPLOYEE

I received the Mandatory Sexual Harassment Prevention for Non-Managers (SB 1343) training directions packet, along with 6 additional highly recommended trainings to complete, and understand that I have **14 days from my start date** to complete this online training.

9. 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: <https://losrios.edu/about-us/board-of-trustees/policies-and-regulations> then click on “Board Policies”. Click on the “8000 - Business Policies” series and review the policy numbered “8631 - Conflict of Interest Rules”. The Computer Use Regulations are located under “Administrative Regulations” area. Click on the “8000 - Business Regulations” series and review all regulations under the “8000 - Administrative Computer Use”.

10. 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.

11. EMPLOYEE SELF SERVICE INFORMATION – GIVEN TO EMPLOYEE

Form provides directions to access Employee Self Service internet pages including completing of my Federal and State tax withholding options. (i.e., access to update Emergency Contact, review Pay Warrants, sign up for Direct Deposit, etc.).

12. BENEFITS INFORMATION - GIVEN TO EMPLOYEE (a and b)

- a. **HEALTH INSURANCE MARKETPLACE NOTICE TO NEW HIRES** - Information on the Health Insurance Marketplace as part of the Affordable Care Act.
- b. **PAID SICK LEAVE** – Notification of sick leave per Labor Code section 245, Accrual of Paid Sick Leave, and Use of Paid Sick Leave.
- c. **VOLUNTARY BENEFIT PROGRAM (Medical Program)** - Go to: <https://www.keenandirect.com> or call (855) 653-3626 or call (916) 568-3070 for a flyer.

13. PUBLIC AGENCY RETIREMENT SERVICES (PARS) INFORMATION - (PARS information applies to MOST Temporary Classified employees and does not apply to Student employees). I understand that if I am a Temporary Classified 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: [https://employees.losrios.edu/employee-groups/temporary-employees/public-agency-retirement-services-\(pars\)](https://employees.losrios.edu/employee-groups/temporary-employees/public-agency-retirement-services-(pars))

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 and questions can be located at: <https://losrios.edu/about-us/our-values/disability-accommodation>. 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 EMPLOYEES ONLY - 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 interested, I will contact the Los Rios Benefits Department at (916) 568-3070.

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.

EMPLOYEE SIGNATURE

DATE

HUMAN RESOURCES COPY

Revised: 11-2022

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