HR Updates
Sexual Harassment Training

In 2018 California Governor Newsome signed into law SB 1343 that requires employers with 5 or more employees to provide sexual harassment prevention training to all employees by January 1, 2020. Governor Newsome signed a law extending the deadline from January 1, 2020 to January 1, 2021.

- Non-Managers (1 hour)
- Managers (2 hour)
- Due January 1, 2021
Adjunct Pay/ Temp- November 15th

- November 2-Web Time Entry for Employees
  - Employees must have created and submitted timesheet in web time entry to approve (November 15th Pay)
- November 3: Web Time Entry for Approvers
  - Supervisors must approve employee timesheet in web time entry (November 15th Pay)
- November 3: Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (November 30th pay)
- November 10: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (November 30th pay)
- November 16: Pay Adjunct Payroll
  - Staff Assignment Sheet changes and class additions from scheduling (December 15th Pay)
- November 17th : Temporary Employees Temporary, Professional Expert, Student Paperwork
  - Renewal TEAs must be submitted (December 15th Pay)
  - New TEAs - TBD based on completion of paperwork

Faculty, Management and Classified – November 30th

- November 3: Full-time Faculty , Overload and Special Comps
  - Staff Assignment Sheet updates for faculty must be submitted (November 30th pay)
  - Special comps ready to be paid out (November 30th pay)
  - Submission of new special comp forms
- November 3: Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (November 30th pay)
- November 10: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (November 30th pay)
- November 25: Full-time Faculty , Overload and Special Comps
  - Staff Assignment Sheet updates for faculty must be submitted (December 18th pay)
  - Special comps ready to be paid out and submission of new special comp forms
Adjunct Pay/ Temp- December 15th

- December 1- Web Time Entry for Employees
  - Employees must have created and submitted timesheet in web time entry to approve (December 15th Pay)
- December 2: Web Time Entry for Approvers
  - Supervisors must approve employee timesheet in web time entry (December 15th Pay)
- December 8: Pay Adjunct Payroll
  - Staff Assignment Sheet changes and class additions from scheduling (January 15th Pay)
- December 8th: Temporary Employees Temporary, Professional Expert, Student Paperwork
  - Renewal TEAs must be submitted (January 15th Pay)
  - New TEAs - TBD based on completion of paperwork

Faculty, Management and Classified – December 18th

- December 1st: Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (December 18th pay)
- December 2: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (December 18th pay)
Reasons for granting FMLA

• The birth of a newborn child of an employee
• The placement with the employee of a child for adoption or foster care
• To care for an immediate family member with a serious health condition
• To take medical leave of absence when the employee is unable to work due to a serious medical condition
• Refer any employee to HR who anticipates to being out on an extended leave

• If an employee goes out unexpectedly, contact HR so we are aware and to guide you on how to process

• Make sure to request a doctors note and submit absence forms

• Employees may require medical clearance before returning back to work- HR will let you know once an employee is cleared to go back

• Look out for the FLEX training for a full presentation....
HR Points of Contact for LEAVE Requests

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