




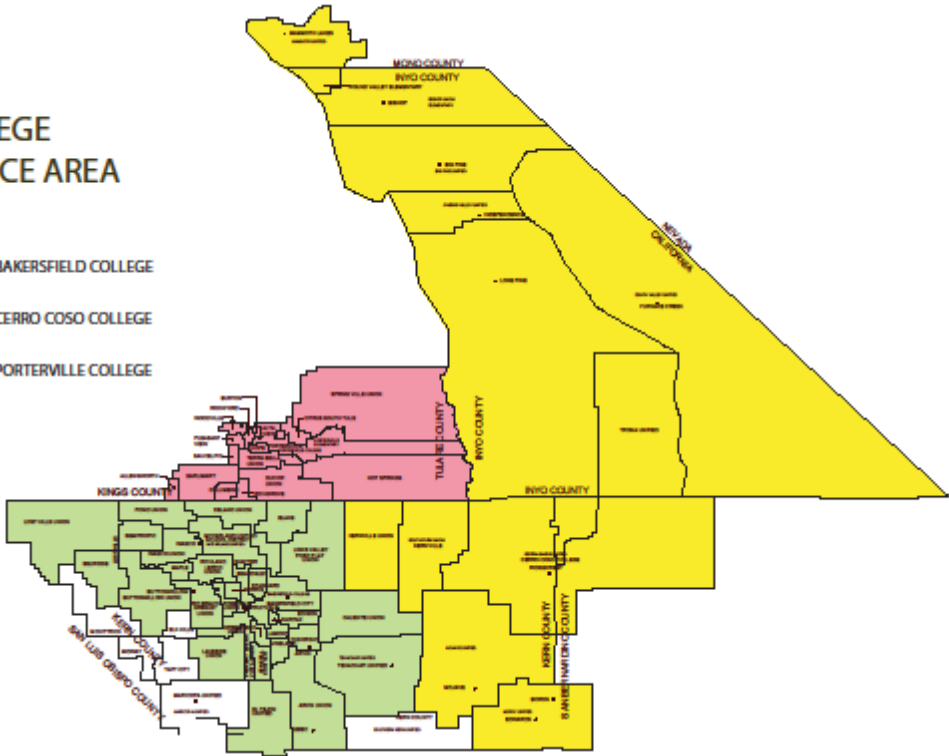
Bakersfield College

Employee Orientation ***Adjunct Faculty***

KCCD Service Area

COLLEGE SERVICE AREA

-  BAKERSFIELD COLLEGE
-  CERRO COSO COLLEGE
-  PORTERVILLE COLLEGE



KCCD Service Area (Cont.)

- Kern Community College District (KCCD) serves communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono, and San Bernardino counties through the programs of [Bakersfield College](#), [Cerro Coso College](#) and [Porterville College](#).
- KCCD is geographically one of the largest community college districts in the United States, serving 39,000 students.
- In 2013, Bakersfield College had approximately 18,154 students enrolled.

Payday

- Payday is the 15th of every month or the closest working day

You can have your check automatically deposited into your bank OR your paycheck will be mailed from our District Office in Bakersfield to your mailing address two (2) days prior to payday.

Injuries

- If you are injured at work, you must notify your supervisor immediately. Your supervisor will direct you to the appropriate person for reporting the injury.
- You will be required to complete an accident report.
- If you wish to seek medical treatment, you will need to complete additional papers. You will not be allowed to return to work unless the Physician has completed the necessary papers to release you.
- Bakersfield College promotes a safe and healthy work environment. If you notice a hazard, please report it to your supervisor or Maintenance and Operations.

Sick Leave

Sick Leave

1 hour for every 17 hours worked

Sick leave balances carry over each year.

Note: Absences for sick leave of 3 days duration or more may require a note from your doctor.

Regular sick leave for adjunct faculty shall be charged as follows:

- Sick leave is submitted hour for hour

Sick Leave

Reporting Absences

- All absences must be reported in a timely manner.
- The absence report must be signed by your supervisor.
- To access absence reporting forms go to the BC Website:
 - Inside BC
 - Login-User ID & password
 - Employee Tab
 - More forms.....
 - Adjunct Faculty
 - Absence report

STRS (Optional)

- This deduction is mandatory.
- 8% of monthly salary is deducted pre-tax from your paycheck and deposited into STRS.
- Eligibility for retirement is 60 years of age or older and at least 5 years of credited service.
- Monthly annuity is based on the years of credited service, and the highest average salary for the last three years prior to retirement.
- If you leave employment, you have the option of leaving your money on deposit with STRS or withdrawing the funds.

HR Contact Information

- Dena Rhoades, HR Specialist
 - (661)395-4850
 - drhoades@kccd.edu
- Kathy Howarth, HR Assistant
 - (661)395-4675
 - khowarth@kccd.edu
- Lori Carlson, Department Assistant III
 - (661)395-4096
 - lcarlson@kccd.edu