



Office of Human Resources

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2014 Forms & Procedures

The following documents require [Acrobat Reader](#). For filling out and saving forms, it is best to use Internet Explorer.

A - B

[Absence: Leave of Absence Form \(updated 8-19-14\)](#)
[Absence: Faculty Report Form](#)
[Academic Freedom: Statement](#)
[Academic Productivity: Application Form \(updated 4 3 13\)](#)
[Accommodations Form](#)
[Address/Name Change form \(updated 7-21-14\)](#)
[Affidavit for Part-Time Faculty Medical](#)
[Alternate Duty Form](#)
[Applications](#)

- [Part-time \(Adjunct\) Faculty](#)
- [Short-Term Employees](#)

[Assignment Preference Form 2014: Part Time Faculty \[updated 12/1/14\]](#)
[Benefit Universal Enrollment Form](#)
[Business Services Internal Forms & Procedures](#)

C - D

[CALSTRS Retirement Information](#)

- [For Full-time Faculty and Academic Administrators](#)
- [For Part-time Faculty](#)

[Classified Evaluation: Performance Evaluation Report - \(SEIU\) \(updated 10-29-14\)](#)
[Classified Evaluation: Performance Evaluation Report - \(Supervisory and Confidential Employees\) \(updated 10-29-14\)](#)
[Classified Grievance Process and Procedure Tracking Form](#)
[Classified Hourly Employee Time Sheet \[updated 7-24-14\]](#)

- [Instructions](#)

[Classified: Request for Reclassification Form](#)

[Classified Service Report](#)

- [Instructions](#)

[College Fee Reimbursement](#) [For Classified Employees][Colloquium: Request to Offer](#)[Conference Leave: Expense Claim Form](#)[Conference Leave: Request Form](#)

Contract for Services Forms and Procedures

- Please contact Business Services for correct and updated forms

[Direct Deposit Form](#)

- [Change Form](#)

[Domestic Partnership CLPCCD Affidavit](#)**E - F**[Enrollment Form - Universal Benefits](#)[Envoy 457 Form: Salary Reduction Agreement Plan](#)[Evaluation: Administrator Performance Evaluation System](#) *(PDF created 7-23-14)*[Administrator Performance Evaluation Timeline/Checklist](#)

(Please use this updated timeline/checklist for the above Administrator Performance Evaluation System)

[Evaluation: Classified Performance Evaluation Report - \(SEIU\)](#) *(updated 10-29-14)*[Evaluation: Classified Supervisory and Confidential Employees](#) *(updated 10-29-14)*[Evaluation: Counseling Faculty Evaluation Form: Student Survey](#) *(updated 10-13-14)*[Evaluation: Counseling Faculty Performance Observation Form](#) *(updated 10-15-14)*[Evaluation: Institutional Researcher \(Special Assignment Faculty\): Client Survey Form](#)[Evaluation: Library Faculty Performance Observation Form](#) *(updated 10-14-14)*[Evaluation: Library Orientation: Student Survey Form](#)[Evaluation: Observation of Instruction Form Online Class](#) *(updated 12-18-14)*[Evaluation: Observation of Instruction Form: Math X](#) *(updated 12-18-14)*[Evaluation: Observation of Instruction Form: Face to Face Class](#) *updated 10-15-14*[Evaluation: Student Response to Instruction Form: Face to Face Class](#)[Evaluation: Student Response to Instruction Form: Math X](#)[Evaluation: Student Response to Instruction Form: Online Class](#)[Faculty Service Area \(FSA\): Approval/Denial Form](#)

- [District Equivalency Standards](#)

[Faculty Service Area \(FSA\): Record Form](#)

Flex Day (Faculty)

- [Compensation Form](#)
- Variable Flex Activity **[NEW! Posted 11-14-14]**

- [Variable Flex Plan Info Page](#)
- [Variable Flex Activity Proposal Form](#)
- [Report on Variable Flex Activity](#)

Flexible Spending Accounts

- [FSA Claim Form](#)
- [FSA Dependent Care Assistance Plan](#)
- [FSA Direct Deposit Form](#)

[Federal Tax Withholding Form \(W-4\) \(2015\)](#)

G - H

[Grievance: Tracking Form - Faculty](#)

[Grievance: Level II Form - Faculty](#)

[Grievance: Level III Form - Faculty](#)

[Grievance: Level IV Form - Faculty](#)

Hiring Packets

- [Note Changes to I-9 Form and Instruction Booklet](#)
- [Dept of Homeland Security's I-9 Federal Guideline](#)

[- Administrator Hiring Packet](#) *[updated 5/16/15]*

[- Classified, Confidential, Supervisory Hiring Packet](#) *[updated 5/16/15]*

[- Faculty Hiring Packet](#) *[updated 5/16/15]*

[- Part-time Faculty Hiring Packet](#) *[updated 5/16/15]*

[- Professional Expert Hiring Packet](#) *[updated 5/16/15]*

- [Guidelines for Hiring Temporary Employees in 2014](#)
- [CLPCCD Checklist Form \(for all hires\)](#)
- [Professional Expert Flow Chart](#)
- [Use of Professional Expert Employee](#)
- [Definition of Professional Expert](#)

[- Short-Term Employee Hiring Packet](#) *[updated 5/16/15]*

- [Guidelines for Hiring Temporary Employees in 2014](#)
- [CLPCCD Checklist Form \(for all hires\)](#)
- [Short-Term Flow Chart](#)
- [Use of Short-term and Substitute Employees](#)
- [Definition of Short-Term Employee](#)

[- Volunteer Hiring Packet](#) *[updated 5/16/15]*

- [Definition of Volunteer](#)

[- Student Assistant - New Hire Packet](#)

- [Guidelines for Hiring Temporary Employees in 2014](#)
- [Student Assistant Hiring Presentation](#)

[- Student Assistant - Rehire Packet](#) *(updated 3-30-15)*

[- Student Assistant Salary Change Request](#)

[Reference Check Form](#) *[added 2/27/14]*

[Personnel Action Form \(PAF\) - For Hiring Manager to complete](#) *(updated 2/24/14)*

[Oath of Allegiance Form](#)

[Tuberculosis Certificate Information Form](#)

Hiring Procedures (all):

- [Administrative/Management Hiring Procedures](#)
[Request to Announce - Administrator Position](#)
- [Classified Hiring Procedures](#)
[Request to Announce - Classified Position](#)
- [Faculty Hiring Procedures](#)
[Request to Announce - Faculty Position](#)
- [Supervisory/Confidential Hiring Procedures](#)
[Request to Announce - Confidential/Supervisory Position](#)

I - J[I-9 / Form and Instruction Booklet](#)

- [Narrative Instructional Power Point](#)
- [Federal Guidelines](#)

Independent Contractors W-9 & Questionnaire Forms

- Please follow up with Business Services on correct and updated forms.

K-L[Lab Load - Establishing Eligibility](#)[Large Lecture: Application Form](#)[Life Insurance Form \(Basic\)](#)[Links to other Federal Internal Revenue Services](#)[Links to other California Employment Development Departments](#)[Load Sheet Memo and Sample](#)**M-N**[Medical Benefits: Enrollment for Part-time Faculty](#)[Minimum Qualifications for Faculty and Administrators in California Community Colleges, Chancellor's Office, California Community Colleges\)](#)[Name / Address Change Form](#) (updated 7-21-14)[Notification Procedure for Faculty Investigations](#)

- [Notification of Employee Summary Form](#)

P-O[Part-Time Faculty Universal Enrollment Form](#)[Personnel Action Form \(PAF\)](#) (revised 2/24/14)[Personnel Action Form Instructions](#)[Pre-Retirement Load Reduction Form](#)[Purchasing Card Activity Form](#)**Q-R**

[Reference Check Form](#) *[added 2/27/14]*

Request to Announce Forms

- [Administrator](#)
- [Faculty](#)
- [Classified](#)
- [Confidential](#)

[Request for Sick Leave Transfer \(New Employees\)](#)

[Retiree Medical Benefits: Letter From Charlotte Lofft dated 2/5/07](#)

[Retiree Medical Benefits: Letter From Susan Cota dated 1/19/07](#)

[Retirement Information](#)

[Retraining Leave: Contract Form](#)

[Retraining Leave: Report Form](#)

[Retraining Leave: Request Form](#)

S-T

[Sabbatical Committee Handbook](#) (2008)

- [Letter of Intent to Apply for Sabbatical Leave of Absence](#)
- [Application for Sabbatical Leave of Absence](#)
- [Workload Banking: Augment Sabbatical Salary](#)
- [Sabbatical Leave of Absence Report](#)
- [Paid Sabbatical Leave Agreement](#)
- [Unpaid Sabbatical Leave Agreement](#)

[Salary Schedules](#)

[Salary Distribution Warrant](#) *(updated 8-18-14)*

[Service Report: Academic Non-Instruction](#) *(updated 10-7-14)*

[Service Report: Part-Time Faculty](#) *(updated 12-8-14)*

[Sick Leave Donation: Application \(Serious Health Condition\)](#)

[Sick Leave Donation: Application \(Terminal Illness\)](#)

[Sick Leave Donation: Donor's Leave Transfer Form](#)

[Sick Leave Transfer Form for New Employees](#) *(added 6-10-14)*

[Student Assistant Salary Change Form](#) *(updated 7-21-14)*

[Summer Assignment: Form for Load Credit](#)

[Summer Assignment: Verification of Completion Director of Nursing](#)

[Tax Sheltered Annuity: TSA Instead of Medical Benefits Form](#)

[Tax Sheltered Annuity: Envoy Plan Services](#)

[Tax Sheltered Annuity: Envoy 403b Enrollment Form](#)

Time Sheets & [Payroll Deadline](#)

- [Part-Time Counselor or Librarian Service Report](#) *(updated 10-29-14)*
- [Service Report: Part-Time Faculty](#) *(updated 12-8-14)*
- [Service Report: Academic Non-Instruction](#) *(updated 10-7-14)*
- [Monthly Classified](#) *(instructions)*
- [Hourly Classified](#) *(instructions)* *[updated 9-23-14]*

- [Employee Overtime Time Ticket](#) [for classified monthly use]
- [Payment Request - Personal Service](#) [updated 7-23-14]
- [Student Assistant Time Sheet funded by General Fund](#) (Chabot)[updated 8-12-14]
- [Student Assistant FWS Time Sheet](#) (Chabot College) [updated 8-12-14]
- [Student Assistant Time Sheet \(Las Positas College\)](#) (*instructions*) [updated 7-23-14]

[Transfer: Notice of Involuntary Transfer](#)

[Travel Expense Form](#)

U-V

[Universal Benefit Enrollment Form](#) (Updated 6-5-14)

[Unlawful Discrimination Complaint Form](#) ("New" 4-15-14)

[VSP Claim Form](#)

Variable Flex Activity **[NEW! Posted 11-14-14]**

- [Variable Flex Plan Info Page](#)
- [Variable Flex Activity Proposal Form](#)
- [Report on Variable Flex Activity](#)

Flex Day [Compensation Form](#)

[Verification of Work Experience](#) (updated 5-16-15)

W - X

[W-4 \(Federal Tax Withholding Form\)](#)

- [State of California Employee's Withholding Allowance Certificate DE-4 Form](#)
- (updated 1-20-15)

Workers' Compensation

- [Workers' Compensation Instructions for Supervisors](#) (Updated 4-23-13)
- [Workers' Compensation Claim Form \(DWC 1\)](#)
- [Supervisor's Report of Employee Injury](#)
- [Designated Medical Providers for Workers' Compensation](#) (Updated 3-28-13)
- [Pharmacy Form](#) (Updated 3-20-15)

[Workload Banking: Augment Sabbatical Salary](#)

[Workload Banking: Request Form](#)

Y-Z

No Forms