Board Policies Signed Upon Employment: Adjunct Faculty, Administrators, Classified and Full-Time Faculty
To: New Adjunct Faculty  
From: Scott Tsunoda, Human Resources (661) 362-3425  
Subject: Employment Packet

Attached is a series of documents that must be completed in order to become an adjunct instructor at College of the Canyons. **In order for payroll processing to occur in a timely manner, all materials must be returned prior to the 15th of the month.** Adjunct faculty receives their paycheck on the 5th of the month. Please make an appointment with me to return the paperwork. To receive information about textbook and room key, please contact:

Valencia Campus - Instruction Office at 661-362-3412. Canyon Country Campus - 661-362-3801

- TB Test - Call our COC Health Center (661) 362-3259 or 3243, to make an appointment. **Must complete before start date.**
- Oath of Allegiance Form - Print and sign your name. There is no need to have this form notarized.
- Warrant Recipient Designation Form - In case of your death, indicate who should receive your final pay.
- W-4 Form - Federal withholding. Fill in the form below the dotted line and sign.
- EDD (Optional) DE4 Form - California withholding. If you would like your state withholding to be different, complete this and sign form.
- Retirement System Questionnaire - Complete this form with your current retirement information.
- STRS-Permissive Membership form (Defined Benefit). Accept/decline membership on the form.
- STRS Cash Balance Benefit Program- You must complete and return regardless of election.
- SSA Form – Complete the form for our records.
- Employment Eligibility Form (INS I-9) - This is a federal requirement. Please fill in Section A and sign. You will need to bring in original documentation to be viewed by a Human Resources representative (copies will not be accepted).
- Social Security Card – Human Resources will need to view the original and obtain a copy for Payroll purposes to ensure your information matches with the IRS.
- COC Alumni Information Form - Complete the form for our records.
- Emergency Contact Form – Complete the form for our records.
- Direct Deposit Form (Optional) - For direct deposit into your checking or savings account, complete the form and attach a voided check or deposit slip. It generally takes one pay cycle (after your paperwork has been processed) before the direct deposit will be in effect. Pay stubs will be mailed home. For those not electing direct deposit, paychecks will be available for pick-up on payday in the Payroll Office after 2pm and then will be mailed out to the home the following business day.
- Confidential Recruitment Source Form - Please complete and return.

Additional Items:
- Parking Permit Authorization and Security Information
- Fingerprinting - Fingerprinting is processed at an offsite location. Instruction sheet and application form are enclosed. The LIVE SCAN operator will issue a receipt that must be submitted to our office. **Must complete before start date.**
- Official Sealed Transcripts- Submit the appropriate transcripts to meet the education qualification.
- For credentials - bring original for verification.
- Experience/Employment Verification(s) – We will need to verify your three (3) most current employers. Please complete Section I for each employer and return for further processing.
- Complaint Process Memo – Sign the acknowledgement page. Read and keep the policy.
- Drug Free Workplace Policy - Sign the acknowledgement page. Read and keep the policy.
- Sexual Harassment Policy - Sign the acknowledgement page. Read and keep the policy.
- Unlawful Discrimination and Affirmative Action – Sign the acknowledgement page. Read and keep the policy.
- Computer and Network Use Policy – Sign the acknowledgement page. Read and keep the policy.
- Medical Treatment Info of work related injuries and W/C Physician Pre-Designation Forms – Complete forms. Read and keep the policy.

Your packet also contains additional pertinent information to read and keep as reference:

1. Adjunct Faculty Handbook  
2. AFT Contract  
3. CalSTRS Information Booklet(s)

*Please sign below to acknowledge receipt of all of the above items in your new hire packet and return this form along with your completed paperwork to the Human Resources Office.*

<table>
<thead>
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<th>Signature</th>
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--------Santa Clarita Community College District--------

COLLEGE OF THE CANYONS

4/09
Educational Administrators
New Hire Materials Acknowledgement
Section 1: Entry Paperwork

Work and Educational Verification

1. Official Transcripts Information and Employment Verification Forms. Please request official transcripts plus verifications of employments for all employment that you wish to have counted toward placement on the salary schedule. Official transcripts and verifications must be received prior to your start date.

Pre-Employment Fingerprinting & Physical

2. Fingerprint information sheet and request for Live Scan Service. Please complete the request and bring to the Live Scan facility. Fingerprinting must be done in California. If you are an out-of-state candidate, please discuss with the Human Resources Office.

3. TB Test Requirement and Pre-Employment Physical information sheet. New employees are required to complete a pre-placement physical exam and TB test.

Personal Information/Right to Work

4. Personal Data and Emergency Contact form. Complete and return.

5. Biography and Photograph requests. Detach, complete and return the biography section. Follow the instructions regarding your photograph.

6. College of the Canyons Alumni Information. Complete and return form. If not applicable, write N/A.

7. Employment Eligibility Verification (INS I-9) -- Completion is a federal requirement. Read the instructions. Detach the form and fill in the employee signature line and the section above. Pursuant to the instructions on the form, bring the form and original documentation to the Human Resources Office to be viewed by an authorized representative. Copies cannot be accepted.

Payroll Information


9. W-4 Federal Withholding. Fill in the form below the dotted line, sign and return the form to Human Resources. The top and back parts of the form are work sheets.

10. EDD-Employee's Withholding Allowance Certificate. Optional. This is for California personal income tax to be used if your State Withholding is different from your Federal. You may fill in the form above the employee signature, sign and return. The remainder of the form is a work sheet.


13. Warrant Recipient Designation form. Fill out and return. Please indicate who you wish to receive your final pay, in the event of your death.


Policies

15. Sexual Harassment Brochure. Read and keep for your information.

16. Prohibition of Sexual Harassment Policy. Read the policy and keep for your information. Detach, sign, date and return the attached acknowledgement of receipt.

17. Discrimination is Against the Law brochure. Read and keep for your information.

18. Notice of Nondiscrimination. Read and keep for your information.

19. Unlawful Discrimination and Affirmative Action Policy. Read the policy and keep for your information. Detach, sign, date and return the attached acknowledgement of receipt.

20. Drug-Free Workplace Policy. Read and keep for your information. Detach, sign and date the attached acknowledgement of receipt.


23. Computer and Network Use for Faculty, Staff and Administrators Policy. Read and keep for your information. Detach, sign and date the attached acknowledgement of receipt.

**Safety and Worker’s Compensation**


27. Hepatitis B Vaccination Program information. Read and keep for your information. Detach and complete the attached form --initial as desired and sign.

28. Procedures for Medical Treatment of Work-Related Injuries. Read the materials. Review the Pre-Designation of Personal Physician form, indicate your choice, then sign and return the form to HR.


**Miscellaneous**

30. Oath of Allegiance. Read the form. Print and then sign your name in the proper areas and return.

31. Staff Directory Update-Intranet form. Complete the attached form.

32. College of the Canyons Telephone Directory. Please keep for your information.

33. Campus Map. Please keep for your information.

34. Academic Calendar. Please keep for your information.


40. Confidential Recruitment Form. Complete the attached form.

41. Retirement System Questionnaire form. Complete the attached form.

**Extra Materials For Educational Administrators Only:**

42. Negotiated Agreement Between Santa Clarita Community College District and College of the Canyons Faculty Association, COC/FA (union) Contract. Keep for your information.

43. California School Employees Association negotiated contract. Please keep for your information.

44. American Federation of Teachers negotiated contract. Please keep for your information.

45. Adjunct Faculty Handbook. Read and keep for your information.

46. District Administrators Handbook. Located on the intranet at: [https://intranet.canyons.edu/offices/HumanResources/AdministratorsHandbook_opt.pdf](https://intranet.canyons.edu/offices/HumanResources/AdministratorsHandbook_opt.pdf)

47. Decision Making Guide. Located on the intranet at [https://intranet.canyons.edu/Information/MasterPlans.asp](https://intranet.canyons.edu/Information/MasterPlans.asp)

48. Proof of Completed Training Meeting AB1825 Requirements. California state law AB1825, which is part of the Fair Employment and Housing Act, first became effective August 17, 2007. The legislation mandates statewide sexual harassment training for any employee who performs supervisory functions within a company of 50 employees or more.

**Sign and date below -- return this entire form to Human Resources.** I have received the materials which I have checked above.

Employee Signature ______________________________ Date ___________
Full-Time Classified Personnel
New Hire Materials Acknowledgement

Section 1: Human Resources/Payroll Forms

Check off each item found in this package, sign acknowledgement of receipt on last page:

- **TB Test.** Pursuant to Section 87408.6 of the California Education Code, no person shall be initially employed by a community college district unless the district has verification of a negative tuberculosis skin test or chest x-ray on file in the Human Resources Office prior to start date. **If you have not already completed testing or received instructions regarding TB testing under separate cover, please follow these instructions to make an appointment:**
  - If you have recently worked at College of the Canyons as an Adult Hourly or Instructor, you may have already complied with the TB test requirement. If not, you must make an appointment for a skin test at the Student Health and Wellness Center (661)362-3259. There is no charge for a skin test. If you are unable to undergo a TB skin test and must have a chest x-ray, or if you are unable to go to the Student Health and Wellness Center for a skin test and must obtain it off-campus, the district will reimburse you up to $15.00 of the fee you incur if you submit your payment receipt to the Human Resources Office. **You must submit certification of negative test to the Human Resources office prior to your start date.**

- **Fingerprinting.** Education Code Section 88024 requires that each classified employee to be hired by a community college district be fingerprinted for purposes of criminal background check. **If you have not already completed fingerprinting or received instructions and form regarding fingerprinting under separate cover, those materials are included herein. Upon completion of the fingerprinting process, you must turn in to Human Resources, prior to your start date, your copy of the “Request for LIVE SCAN Service” form which has been completed by a LIVE SCAN operator.**

- **Warrant Recipient Designation** form. Read the form.
  - Please indicate who you wish to receive your final pay, in the event of your death, and return to HR.

- **Oath of Allegiance.** Read the form.
  - Print and then sign your name in the proper areas and return. There is no need to have this form notarized.

- **Employment Eligibility Verification (INS I-9)** -- Completion is a federal requirement. Read the instructions. A new employee must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee’s signature holds him/her responsible for the accuracy of the information provided. An employee who fails to produce the required document(s), or a receipt for a replacement document(s) (in the case of lost, stolen or destroyed documents), within three (3) business days of the date employment may be terminated.
  - Detach the form and fill in the employee signature line and the section above. Pursuant to the instructions on the form, bring the form and original documentation (copies are not acceptable) to the Human Resources Office to be viewed by an authorized representative.

- **Social Security Card.** Presentation of your original Social Security Card is required for enrollment into the Payroll system. If employee uses spouse’s last name, employee must present Social Security Card reflecting same to be processed for Payroll. New or replacement Social Security Cards may be obtained from the Social Security Office at 23504 Lyons Avenue, #303, Newhall, Ca.

- **Personal Data and Emergency Contact** form.
Complete and return. The top portion with your personal information, the middle section which notifies COC who can be given your address and telephone number, and the bottom section which should be filled in for emergency notification.

- **Biography and Photograph** requests.
  - Detach, complete and return the biography section. Follow the instructions regarding your photograph.

- **Prohibition of Sexual Harassment Policy**. Read the policy and keep for your information.
  - Detach, sign, date and return the attached acknowledgement of receipt.

- **Sexual Harassment** brochure. Read and keep for your information

- **First Aid and Emergency Procedures**. Read and keep for your information.

- **Campus Emergencies** handout. Read and keep for your information.

- **College Safety & Crime Statistics** brochure. Read and keep for your information.

- **Unlawful Discrimination and Affirmative Action** Policy. Read the policy and keep for your information.
  - Detach, sign, date and return the attached acknowledgement of receipt.

- **Discrimination is Against the Law** brochure. Read and keep for your information.

- **Notice of Nondiscrimination**. Read and keep for your information.

- **Drug-Free Workplace** Policy. Read and keep for your information.
  - Detach, sign and date the attached acknowledgement of receipt.

- **Complaint Process Memo**. Read and keep for your information.
  - Sign and date the acknowledgement of receipt.

- **Substance Abuse Prevention Information** brochure. Read and keep for your information.

- **Hepatitis B Vaccination Program** information. Read and keep for your information.
  - Detach and complete the attached form --initial as desired and sign.

- **Blood Borne Pathogens** information sheet. Read and keep for your information.

- **Hepatitis B** brochure. Read and keep for your information.

- **Important Notice (Change in Procedure for Medical Treatment of Work-Related Injuries)**. Read and keep for your information.

- **Covered Employee Notification of Rights Material**
  - Detach, sign, date and return the acknowledgement of receipt (first page).

- **New Hire Pamphlet** (workers’ compensation). Read and keep for your information.

- **Personal Physician Request Form**.
  - You have the option of pre-designating your personal physician to treat work-related injuries. If this is what you wish to do, detach and fill out the top section and sign and date the first box of the attached "Employee Physician Designation" form. If you do not wish to so designate your physician, sign and date the last box at the bottom of the form and you will be sent to a College of the Canyons pre-designated facility for treating work-related injuries/illnesses in the event of such an injury/illness or other emergency.

- **Personal Physician Acknowledgment Form**.
  - If you have indicated on the “Employee Physician Designation” that you do wish your personal physician to treat work-related injuries, that physician must agree in writing to do so. You must take or mail the “Personal Physician Acknowledgment Form” to your personal physician. It is your responsibility to make sure that the signed form is returned to Human Resources ASAP.

- **Notice of HIPAA Privacy Practices**. Read and keep for your information.
Retirement System Questionnaire.  Please complete and return.

Confidential Detail Report.
Please complete the ethnic detail report. This information will assist us in complying with government reporting requirements.

College of the Canyons Telephone Directory. Please keep for your information.

Campus Map. Please keep for your information.

Classified Employee’s Holiday Schedule. Please keep for your information.

College of the Canyons Alumni Information.
Please complete and return form. If not applicable, write N/A.

Payroll Information. Read and keep for your information.

W-4 Federal Withholding. The top and back parts of the form are work sheets.
Fill in the form below the dotted line and return. Be sure to sign the form.

EDD-Employee’s Withholding Allowance Certificate. Optional. This is for California personal income tax to be used if your State Withholding is different from your Federal. You may fill in the form above the employee signature and return. Be sure to sign the form. The remainder of the form is a work sheet.


Board of Trustees Policy #815 – Computer and Network Use. Please read and keep for your information.

We recommend that new employees (after being assigned a login by Tech Support) review all District policies created by the Board of Trustees which are posted on our intranet site: http://www.canyons.edu:8081/Information/BoardPolicies/

Full-Time Staff Intranet Directory Update form. Keep this form until you have started work and fill out as soon as you have been assigned a telephone extension and office location. Return completed form to Human Resources in interoffice mail.

Online Leave Request information.

Additional materials for Classified Represented employees only:

Negotiated Agreement Between Santa Clarita Community College District and California School Employees Association (union) Contract. Keep for your information. You are considered a represented employee. The union that will represent you will be the CSEA (California School Employees Association). Please contact your union representative with any questions and for further information. (Classified Administrative and Confidential employees are not eligible for membership, however a copy of the Agreement is provided to those employees for reference).

California School Employees (CSEA) Application for Membership and Salary Deduction Authorization. If you wish to become a dues paying member, complete, sign and return the CSEA Membership form (does not apply to Classified Administrative or Confidential employees). If you do not choose to become a dues paying member, you will be required to pay a service fee to the union equal to the dues amount, pursuant to SB1960 (Fair Share Law) which amended Government Code Section 3540, unless you qualify for the religious exemption detailed in Article 6.A of the enclosed Negotiated Agreement between Santa Clarita Community College District and California School Employees Association Chapter 725.

Educational Incentive Information Sheet. Please read and keep for your information.
and use.

### Additional materials for **Classified Administrative** employees only:

- **Negotiated Agreement Between Santa Clarita Community College District and California School Employees Association** (union) Contract. Read and keep for your information. This agreement applies to any classified staff that you supervise. *(Classified Administrative and Confidential employees are not eligible for membership, however a copy of the Agreement is provided to those employees for reference).*

- **Administrator’s Handbook** Please go to the following website: [https://intranet.canyons.edu/offices/HumanResources/AdministratorsHandbook_opt.pdf](https://intranet.canyons.edu/offices/HumanResources/AdministratorsHandbook_opt.pdf) *(we do not have any hardcopies available).*

- **Educational Incentive Information Sheet.** Please read and keep for your information and use.

### Additional materials for **Confidential** employees only:

- **Confidential MOU.** Read and keep for your information.

- **Negotiated Agreement Between Santa Clarita Community College District and California School Employees Association** (union) Contract. Read and keep for your information, may apply for areas not covered by the Confidential MOU. *(Classified Administrative and Confidential employees are not eligible for membership, however a copy of the Agreement is provided to those employees for reference).*

- **Educational Incentive Information Sheet.** Please read and keep for your information and use.

📝 **Sign and date below – return this form to Human Resources.**

I have received the materials which I have checked above.

Employee Signature ___________________________ Date ____________
Full-Time Academic
New Hire Materials Acknowledgement

Section 1: Entry Paperwork

Work and Educational Verification
- **1. Official Transcripts Information and Employment Verification Forms.** Please request official transcripts plus verifications of employment for all employment that you wish to have counted toward placement on the salary schedule. Official transcripts and verifications must be received prior to your start date.

Pre-Employment Fingerprinting & Physical
- **2. Fingerprint** information sheet and request for Live Scan Service. Please complete the request and bring to the Live Scan facility located at 27833 Avenue Hopkins, Unit 1A, Santa Clarita, CA 91355. Fingerprinting must be done in California. If you are an out-of-state candidate, please discuss with the Human Resources Office.
- **3. TB Test Requirement and Treatment Authorization sheet.** New employees are required to complete a pre-placement physical exam and TB test.

Personal Information/Right to Work
- **4. Personal Data and Emergency Contact** form. Complete and return.
- **5. Biography and Photograph** requests. Detach, complete and return the biography section. Follow the instructions regarding your photograph.
- **6. College of the Canyons Alumni Information.** Complete and return form. If not applicable, write N/A.
- **7. Employment Eligibility Verification (INS I-9) -- Completion is a federal requirement.** Read the instructions. Detach the form and fill in the employee signature line and the section above. Pursuant to the instructions on the form, bring the form and original documentation to the Human Resources Office to be viewed by an authorized representative. Copies cannot be accepted.

Payroll Information
- **8. Social Security Card.** Presentation of your original Social Security Card is required for Payroll. See cover page for Social Security Card requirements.
- **9. W-4 - Federal Withholding.** Fill in the form below the dotted line, sign and return the form to Human Resources. The top and back parts of the form are work sheets.
- **10. EDD-Employee's Withholding Allowance Certificate.** Optional. This is for California personal income tax to be used if your State Withholding is different from your Federal. You may fill in the form above the employee signature, sign and return. The remainder of the form is a work sheet.
- **11. Social Security Notification.** Complete the attached form.
- **13. Payroll Information Memorandum.** Read and keep for your information.
- **14. Warrant Recipient Designation form.** Fill out and return. Please indicate who you wish to receive your final pay, in the event of your death.

Policies
- **16. Faculty Handbook.** Read and keep for your information.
- **17. Adjunct Faculty Handbook.** Read and keep for your information.
- **18. Sexual Harassment Brochure.** Read and keep for your information.
- **19. Prohibition of Sexual Harassment Policy.** Read the policy and keep for your information. Detach, sign, date and return the attached acknowledgement of receipt.
- **20. Discrimination is Against the Law** brochure. Read and keep for your information.
- **21. Notice of Nondiscrimination.** Read and keep for your information.
- **22. Unlawful Discrimination and Affirmative Action Policy.** Read the policy and keep for your information. Detach, sign, date and return the attached acknowledgement of receipt.
23. **Drug-Free Workplace** Policy. Read and keep for your information. Detach, sign and date the attached acknowledgement of receipt.

24. **Computer and Network Use for Faculty, Staff and Administrators** Policy. Read and keep for your information. Detach, sign and date the attached acknowledgement of receipt.

25. **Substance Abuse Prevention Information** brochure. Read and keep for your information.

26. **Complaint Process.** Read and keep for your information.

27. **Board Policies.** I understand it is my responsibility to read and become familiar with all Board policies located on the Intranet at [http://www.canyons.edu/info/BoardPolicies/](http://www.canyons.edu/info/BoardPolicies/).

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**Safety and Worker’s Compensation**

28. **First Aid and Emergency Procedures.** Read the policy and keep for your information. Detach sign, date and return the attached waiver of treatment section if applicable.

29. **Blood Borne Pathogens** information sheet. Read and keep for your information.

30. **Hepatitis B** brochure. Read and keep for your information.

31. **Hepatitis B Vaccination Program** information. Read and keep for your information. Detach and complete the attached form – initial as desired and sign.

32. **Procedures for Medical Treatment of Work-Related Injuries.** Read the materials. Review the Pre-Designation of Personal Physician form, indicate your choice, then sign and return the form to HR.

33. **Notice of HIPAA Privacy Practices.** Read and keep for your information.

34. **College Safety & Crime Statistics** brochure. Read and keep for your information.

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**College of the Canyons Faculty Association (COCFA)**

35. **Negotiated Agreement Between Santa Clarita Community College District and College of the Canyons Faculty Association, COC/FA (union) Contract.** Keep for your information.

36. **COCFA Election Form.** Complete the attached form.

37. **COCFA Request for Religious Objector Status Form.** Complete if necessary.

38. **CTA Membership Enrollment Form.** Complete the attached form.

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**Miscellaneous**

39. **Oath of Allegiance.** Read the form. Print and then sign your name in the proper areas and return.

40. **Staff Directory Update-Intranet** form. Complete the attached form.

41. **Retirement System Questionnaire** form. Complete the attached form.

42. **Parking Permit** form. Please take the completed form to the Security Office.

43. **College of the Canyons Telephone Directory.** Please keep for your information.

44. **Campus Map.** Please keep for your information.

45. **Academic Calendar.** Please keep for your information.

46. **Confidential Recruitment Form.** Complete the attached form.

47. **College of the Canyons Schedule of Classes.** Located on the internet at [http://www.canyons.edu/info/schedule/Schedules.asp](http://www.canyons.edu/info/schedule/Schedules.asp) to receive a hard copy contact Admissions and Records.


49. **Minimum Qualifications for Faculty and Administrators in California Community Colleges.** Located on the internet at [http://www.canyons.edu/offices/HumanResources/MinQuals.asp](http://www.canyons.edu/offices/HumanResources/MinQuals.asp).

50. Complete the online form to create your email, network account, etc. The form is located on the website at [http://www.canyons.edu/offices/css/account_request/account_req_form.asp](http://www.canyons.edu/offices/css/account_request/account_req_form.asp)

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**Sign and date below - return to Human Resources.** I have received the materials which I have checked above.

Employee Signature _______________________________ Date ____________