

## **ADMINISTRATIVE SERVICES**

Administrative Services, is the area which oversees several separate units and carries out the daily business functions of the institution. While its direct interaction with faculty is not daily, many of the processes which affect faculty are carried on by the units within this division. The following is a partial list of the entities within Administrative Services:

### **Business Office**

- Accounts Receivable
- Accounts Payable
- Budget Accounts and Transfers
- Travel and Conference
- Capital Inventory/Outlay
- Cashier's Office
- Club and Student Body Accounts
- Facility – Room Keys
- Human Resources
- Mailroom/Switchboard
- Parking Permits
- Payroll
- Risk Management
- Staff Reimbursements/Refunds

### **Purchasing/Warehouse**

- Purchase Orders/Purchase Requisitions
- Receive and Dispense Supplies

### **Cafeteria**

### **Maintenance/Custodial/Grounds**

- Environmental Health
- Grounds
- Housekeeping
- Maintenance
- Repairs
- Safety

### **Reprographics**

### **Campus Safety/Security**

## ADMINISTRATIVE SERVICES POLICIES

### Campus Safety

Campus Safety, as provided by Hartnell College Campus Safety Personnel and Universal Protection Services, assists in maintaining a safe, secure and orderly environment for the conduct of the College education program.

**Campus Security:** Campus security is everyone's responsibility. The following procedures are presented for your attention:

1. **Classroom security:** Be sure that when you leave the classroom, all students have also left. Turn off the light. Close the door. If you have been issued a key, lock the door.
2. **Office security:** Always keep your valuables secured and out of public view. Turn out the lights and lock the door when the office is left unattended.
3. **Lock security:** If you enter an area through a locked doorway, be sure to lock that same door when you depart. Always double check a locked door by shaking it to make sure it is, in fact, locked.
4. **Situational security:** Be alert to your surroundings. If you notice anything unusual, or observe an individual acting strangely or suspiciously, call Campus Safety at 755-6888, and make them aware of the situation.

### Classroom Maintenance

Hartnell College is fortunate to have a dedicated maintenance team. The daily cleaning of classrooms supports a positive educational atmosphere. In addition, the maintenance staff makes sure the appropriate classrooms are unlocked, and chalk is present for your use. However, the job is never ending as classroom use is continual. It is important that faculty exemplify for students proper respect for College property and consideration for the next occupant of each classroom.

The faculty is asked to cooperate with the maintenance staff in the following ways:

- **Never use ordinary marking pens on white boards.** Special markers are available from Area administrative assistants or, in the evening, from CAB 101.
- Always erase the chalkboard/whiteboard as a courtesy to the next instructor.

- **Never use water on any chalkboard or whiteboard.**
- If you rearrange classroom seats for teaching purposes, please have students return the chairs to the original row formation before leaving.
- If you notice papers, food wrappers, cups or other trash on the floor, please have students clear up their areas before leaving.
- **When any class ends, the instructor is responsible for having all students leave the classroom, turning out the light and closing the door. If you have been issued a key, you must lock the door. No students are to be left behind.**

### **Keys**

For the majority of classrooms, keys are not needed by instructors. The maintenance staff has a complete class schedule, and you should find your classroom unlocked upon arrival. If not, please contact the evening manager at ext. 6721.

Some classrooms contain valuable materials and equipment vulnerable to theft. If you teach in such a room, you must contact your Area administrator to obtain a key card. This card, when submitted to the Business Office between 8 am and 5 pm, will authorize issuing you a room key for the semester. For questions call extension 6983.

### **Lost and Found**

Articles found will be turned in to the Switchboard Operator in the mail room of the CAB building. On Friday of each week, unclaimed articles will be moved to the Warehouse. At the end of the month, the articles will be boxed and held for 30 more days. Following the 30-day period, the articles will be disposed of.

### **Mail Room/Campus Mail Service**

The mail room is located behind the faculty mailboxes. A daytime access window is located to the left of the mailboxes. An on-campus mailbox, is also located in the CAB Lobby to the left of the mailboxes. Mail is picked up and delivered to/from this box and every office on campus once daily. A box for off campus (US Mail) and a reprographics pick-up and delivery cabinet are also in the CAB Lobby.

**Mailboxes**

Both full-time and adjunct faculty who teach on campus are assigned mailboxes located in the lobby of the CAB Building between the Office of the President and CAB 101. A current listing of mailbox numbers is posted there. Full-time faculty are requested to check their mailboxes daily. Evening instructors are requested to check their boxes before class. Messages received by the night manager are placed in the mailboxes.

**Parking**

Parking on campus is a privilege extended by the Board of Trustees to those who have College-related business. Drivers of vehicles shall comply with the rules and regulations of the College. Parking privileges can be withdrawn for violations of the parking regulations. All driving of motor vehicles on Hartnell College Campus shall be conducted in a manner which ensures the safety of driver, passengers, pedestrians, and others, and which prevents damage to College property. Parking Regulations can be found on the website: [www.hartnell.edu/safety](http://www.hartnell.edu/safety).

**THE CAMPUS SPEED LIMIT IS 10 MILES PER HOUR**

No vehicular traffic, except that of emergency vehicles and College service vehicles, shall be allowed on sidewalks, lawns, playing fields, or undeveloped areas. Vehicles shall park only in designated parking spaces. Do not park in the Salinas High School District parking lot on the south side of Alisal Street. The College shall not be responsible for the loss of any property or damage to any property sustained by any person parking on campus.

**Parking Permits**

PARKING PERMITS ARE ISSUED  
WITH NO GUARANTEE OF SPACE AVAILABILITY

**Enforcement**

Campus traffic and parking regulations are enforced by Hartnell College and the Salinas Police Department, Monday through Friday, from 8 a.m. to 8 p.m. when the College is in session. Parking shall be on a first-come, first-served basis. Citations shall be issued to vehicles failing to comply with regulations.

**A PARKING PERMIT IS REQUIRED TO PARK ON CAMPUS.**

**PARKING PERMITS MUST BE DISPLAYED IN PLAIN VIEW FROM THE REAR VIEW MIRROR OR A CITATION WILL BE ISSUED. NO EXCEPTIONS.**

Parking permits for students can be purchased for one semester, or daily permits may be purchased from ticket dispensers located in the parking lots. The daily permits are to be displayed in plain view, with the number visible, on the left side of the dashboard of the vehicles front window. Except in the Parking Garage where receipts remain in student's possession.

Parking permits are issued to faculty and staff. Adjunct instructors must get parking permits at the beginning of each semester and summer session from their Area Dean/Director. **The parking permit must hang from rear view mirror with permit number facing windshield.** If the permit is lost, a new permit may be requested in writing by email or memo to the Business Office indicating the situation, and presenting the signed email or memo to the Cashier for a replacement permit. Should there be a need for a brief permit, a temporary permit may be issued through the Mailroom. **A parking citation will be issued if the permit is not displayed in plain view.**

**Parking Permits - Car Pool**

For car pool parking, a special additional permit must be displayed. A limited number of Staff Car Pool permits are available in the cashier's office. They are issued free of charge, a regular permit is required in addition, and both permits must be displayed in plain view in order to park without receiving a citation.

**Parking Permits - Visitor**

Green One Day visitor parking permits may be obtained from Department Administrative Assistants or the Business Office.

To report a parking problem or issue, please contact Campus Safety at extension 6888.

FOR MORE INFORMATION REGARDING PARKING REGULATIONS, PLEASE GO TO THE HARTNELL WEBSITE AT [www.hartnell.edu/safety](http://www.hartnell.edu/safety).

**Pay Checks**

Payroll checks are issued on the last working day of each month, except for the December pay period when the checks, for Academic employees, will be issued on the first working day of January. Payroll checks will be mailed on the day before payday to ALL

employees each month. It is essential to notify Human Resources each time you have a change of address.

**Pay Period**

The attendance period begins on the 11<sup>th</sup> of each month and ends on the 10<sup>th</sup> of the following month. Your absence reports and/or time sheets should be submitted to the Attendance Advisor in your area immediately following the 10<sup>th</sup>. Late time sheets will be processed during the next pay period, with warrants to be issued at the end of the subsequent month.

**Payroll**

If an employee has any questions regarding the gross amount of the paycheck, the respective Area administrator should be contacted. All other inquiries should be directed to the Payroll Office in CAB105 or extension 6993.

**PAYROLL PROCEDURES: ADJUNCT AND NOT-IN-CONTRACT ACADEMIC STAFF**

**Monthly time sheets are required for all adjunct faculty.** Time sheets and absence forms are available from the respective Area administrator's Office, in the Payroll folder on the R drive or online at [http://www.hartnell.edu/adjunct/orientation/Academic\\_Timesheet.doc](http://www.hartnell.edu/adjunct/orientation/Academic_Timesheet.doc). **Pay periods begin on the 11th of one month and end on the 10th of the subsequent month.** Please adhere to the due date for submitting your time sheet to your Area administrator. Late time sheets will be processed during the next pay period.

Adjunct faculty - It is essential the hours of instruction be reported accurately on the date worked. If an illness occurred, indicate it on the proper date, and charge sick leave if sick leave hours are available. If a class is missed, indicate it on the proper date. If a class is made up at another time, the make-up hours should be indicated on the time sheet on the date that they are made up. ALL absences and make-ups MUST FIRST be authorized by the instructor's Area administrator. See section on "Certificated Absences."

The time sheet is divided to indicate total lecture hours and total laboratory hours per day of instruction. The lecture and laboratory distribution of hours is determined by the course outline which is on file in the Area administrator's Office. Any deviation from the unit/hour as specified in the course outline must receive prior approval from the Curriculum Committee.

**Refreshments and Smoking**

The following rules should be enforced by the instructor:

- 1) *No refreshments are allowed in any of the classrooms.*
- 2) *No smoking is allowed in any College building.*

The instructor should make every effort to have the students adhere to these rules. Hartnell College will not reimburse the instructor for any refreshments that are provided for a class at other locations on or off campus.

**Removal of College Property from Premises**

College property may be removed from the premises when declared surplus by the Board of Trustees and disposed of pursuant to Board policy. Otherwise, College property may only be removed from the premises under the following conditions:

1. Its removal must not interfere with any instructional program or administrative operation.
2. Its removal and use off campus must be job-related.
3. An Off Campus Use of College Equipment Agreement must be submitted and approved in advance by the appropriate Dean/Director on a form provided by the Business Office. Items with a value greater than \$500 will require the approval of the President or designee.
4. Normally the length of time of its removal shall not exceed one week.
5. Proof of insurance/bond equal to the value of the property may be required.
6. The property must be returned in the same condition as received.

**Safety**

Safety is legally the responsibility of every employee and carries additional responsibility for instructors in relationship to the students in their classes. Contact Maintenance at extension 6950 should you observe a possible hazard or situation that could become a safety issue. All employees should be reminded that current law requires there be available a material safety data sheet for all hazardous materials. These may be obtained through the Maintenance Office (ext. 6950). Special caution should be exercised for disposal of chemicals or possibly hazardous materials. If there are any questions, contact the Maintenance Office.

### **Emergency Medical Response**

Should a student become ill or sustain an injury while participating in any college activity, an **ACT Packet** should be completed. These packets should be located in each classroom and each department should maintain additional copies for use. Should an injury occur or if you have any questions, contact the Business Office at extension 6995. If ever in doubt of what action to take, call 911 and then Campus Security extension 6888.

### **Switchboard**

The Switchboard is located in the mail room of the CAB building. Switchboard hours are 8:00 am to 5:00 pm Monday through Friday. The switchboard may be reached by dialing "O" on campus phones or 755-6700 from off campus. Information regarding campus activities should be provided to the switchboard for information purposes.

### **Travel Time / Mileage Reimbursement**

It is not the normal practice for any district to pay an employee to travel from his or her home to the employee's worksite, regardless of the individual's status or location of residence or destination. Should there be a requirement for an employee to travel (example: meeting at main campus if primary locus is King City) to an alternate college site that is not their primary locus, a Travel Authorization should be completed and an Expense Claim form submitted in order to be reimbursed for mileage. Should you have questions call extension 6983.

### **Reprographics**

Reprographics accepts written requests for reproduction of documents via their multi-part request form which can be obtained in the Reprographics Department in the Technology Building or in CAB 101. Specific time requirements are strictly adhered to especially at finals time and the beginning of each semester. They can be reached at extension 6970.

## **HUMAN RESOURCES/EQUAL EMPLOYMENT OPPORTUNITY**

The Office of Human Resources/Equal Employment Opportunity is responsible for the many functions that ensure District compliance with the Federal and State laws that govern labor relations, pay matters, health and welfare benefits and governmental requirements for employment. The Human Resources Office makes recommendations to the Superintendent/President concerning personnel practices that are designed to improve management/employee relations or increase staffing efficiency.

The Director of Human Resources/ Equal Employment Opportunity is responsible for the interpretation and enforcement of the bargaining unit contracts and provides support for the District's negotiating team. The Director is responsible for maintaining the Diversity Plan and for investigating discrimination complaints, including sexual harassment complaints, recommending a course of action to resolve the complaints and for reporting discrimination complaints through the appropriate legal channels.

### **Required Paperwork for New Adjunct Instructors**

A new hire paperwork packet will be given to you from the department. Please review all forms closely for accuracy and completeness. Each of the following forms is required by State or Federal statutes which Hartnell College is compelled to follow. It is required that all paperwork be complete before the adjunct instructor is paid. Further, it is required that the I-9 Form be turned in before classroom teaching begins. It needs also to be understood that whenever an adjunct instructor has a "break in service" i.e. does not teach during one semester, (excluding summer session) a portion of the paperwork will have to be redone/updated upon returning to teach.

Please submit the following to your dean/supervisor:

**I-9 - Employment Eligibility Verification Form** - A list of documents acceptable as supportive documentation for the I-9 Form is on the back side of the I-9 or you can call Human Resources, at 755-6706 or ext. 7706 for that information. Original document(s) are needed for this verification; therefore adjunct instructors must bring original documents when turning in the completed paperwork to their area dean/supervisor. Copies of these documents are not acceptable.

**Drug Free Campus/Oath/Privacy Agreement Form** – Initial designated area, sign and print name.

**Designation of Warrants Form** – Read and complete.

**Certificated Personnel Information Sheet** Adjuncts who have taught previously in California will need to know the year and county in which they taught. Membership in STRS or another Public Retirement System must also be noted.

**Employee's Withholding Allowance (W-4)** the adjunct's original Social Security Card must be shown to the appropriate area dean/supervisor when this form is filed. (copy of SS card will be taken)

**Retirement Questionnaire Form** This information is needed for retirement as a member of STRS or PERS. If form does not apply to you, please mark the appropriate boxes, sign and date.

**Valid Negative Tuberculosis Report** Your employment paperwork includes a signed approval form which must be taken to the WorkWell Health Services or Doctors on Duty for a skin test to be obtained (paid by the College). If there is a current (within 4 years) TB test on file with another California educational institution, Hartnell can accept a copy of that test. If an x-ray instead of a traditional TB test is needed, this may be completed through WorkWell Health Services for Doctors on Duty.

**SSA-1945 Form** – Read Provisions sign and date. Any questions, you may contact Social Security.

**Acknowledgment of STRS Membership Information Form** With this form is a booklet of information about adjunct employees' right to join STRS. If you are a member of PERS, to protect your rights, please see Human Resources immediately.

**Physician Designation Form** If injured on the job, unless the employee has a designated physician already on file, the employee must go to one of the physicians listed on this form. Also, please provide emergency contact information.

**Fingerprint – Live Scan** The State of California no longer grants instructor credentials. Therefore it is the responsibility of each college to fingerprint all instructors. Complete the form provided and call Monterey County Sheriff's Office for an appointment (paid by the college).

**Automatic Deposit (Optional)** is offered as a benefit to employees.

### Questions?

The Office of Human Resources/Equal Employment Opportunity is pleased to answer employee questions regarding the following:

- \*employee benefits
- \*worker's compensation
- \*STRS and/or PERS
- \*payroll packets: forms, documents and assistance.

**SEXUAL HARASSMENT POLICY**

It is the policy of the Governing Board of the Hartnell Community College District to provide an educational and business environment free of unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined by Education Code Section 212.5 and otherwise prohibited by state and federal statutes.

It is unlawful and a violation of this policy for anyone who is authorized to recommend or make personnel or education decisions affecting an employee or student or who is otherwise authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment.

Allegations of sexual harassment shall be thoroughly investigated in accordance with the District's sexual harassment/discrimination complaint procedures.

It is a violation of this policy to retaliate against a sexual harassment complainant or witness. The initiation of a complaint or participation as a witness in a sexual harassment investigation shall not affect the complainant's or witness's future business dealings with the District, his or her employment, compensation, work assignments, his or her grades, class standing, or other matters pertaining to his or her status as an employee or student in any District program.

A complaint and the results of the investigation shall be confidential to the extent maintenance of confidentiality is consistent with a thorough investigation and appropriate disposition of the matter.

Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the Director or any staff member in the office of Human Resources and Equal Employment Opportunity.