

LOS ANGELES VALLEY COLLEGE

CLASSIFIED EMPLOYEE QUICK REFERENCE GUIDE

Provided by the Classified Staff Development Committee

**Second Edition
2010-2012**

“Never doubt that a small group of thoughtful committed people can change the world. Indeed it is only the one thing that ever has”.—Author Unknown

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WELCOME FROM THE PRESIDENT

Dear Classified Employee,

It takes many people with many talents to make a college work well. The wide array of talents we have to draw from at Valley College is impressive. Each of you is part of the special mix that makes our college work. Even when times are tough we are still able to help those who attend our college be successful. Valley College has been an important part of our community for over 60 years and we have touched the lives of over a million people. We make a difference in our community and each of you makes a difference at Los Angeles Valley College.

Many thanks to the Classified Staff Development Committee for taking the time to create this Classified Employee Quick Reference Guide. As we help each other succeed we are able to do a better job of carrying out our college mission. One of the great benefits of working at a college is the opportunity for learning. Please enjoy using this handbook and the many other staff development activities provided by our Classified Staff Development Committee.

Thank you for all you do to make Valley College a welcoming learning environment for our students.

Sincerely,

A. Susan Carleo, Ph.D., President

Vision Statement

Los Angeles Valley College serves the community as a leader in instructional excellence, facilitating the success of its diverse students, developing critical thinkers and life-long learners, and contributing to the economic and cultural vitality of the San Fernando Valley and beyond

Mission Statement

Los Angeles Valley College is a comprehensive community college located in the center of the San Fernando Valley. The College serves the community by providing transfer, degree, career-technical, foundational, transitional and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the workplace and for advancing one's education, personal development and quality of life.

WELCOME FROM THE CSDC

Welcome to Los Angeles Valley College. The purpose of this guide is to introduce you to the campus and provide useful information to answer your questions. In general, it is recommended that you take the time to familiarize yourself with the LAVC Web site at www.lavc.edu. A campus map is available at <http://www.lavc.edu/campusmaps/campusmap.html>. The bold, black-lined areas indicate where construction is taking place.

Every attempt has been made to provide accurate information in the LAVC Classified Employee Quick Reference Guide. Please note the information is subject to change and will be updated periodically.

Special gratitude is extended to the members of the Classified Staff Development Committee, who have generously contributed to the Classified Employee Quick Reference Guide.

For information on the Classified Staff Development Committee, please visit our webpage at: <http://www.lavc.edu/classifiedstaff/>

Mary John, Co-Chair

Arlene Stein, Co-Chair

Yovanna Campos, Secretary

Veronica Enriquez, Treasurer

Deborah Kaye, Advisor/LAVC Professional Development Director

The Classified Staff Development Committee is dedicated to offering training, education, professional and personal growth for classified employees. The Committee promotes the development of leadership and communication skills, technological proficiency, and health and wellness among the classified staff. In harmony with the mission of the Los Angeles Valley College, and in partnership with the faculty and administration, the ultimate goal of the Classified Staff Development Committee is to support and enhance student success by means of professional and highly-skilled staff.

WHO'S WHO AT VALLEY COLLEGE

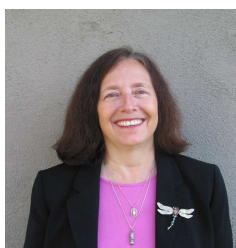
OUR COLLEGE ADMINISTRATION



Dr. A. Susan Carleo

Office of the President:

Dr. A. Susan Carleo, President
Mr. Raul Castillo, Director, LAVC Foundation
Ms. Jennifer Fong, Manager, Public Relations
Ms. Michelle Fowles, Dean, Research & Planning
Ms. Deborah Kaye, Director, Professional Development
Ms. Charmagne Shearrill, Compliance Officer



Dr. Sandra Mayo

Office of Academic Affairs:

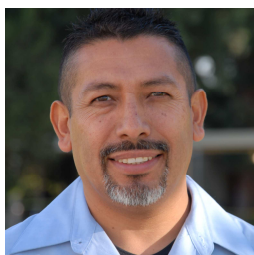
Dr. Sandra Mayo, Vice President, Academic Affairs
Dr. Deborah diCesare, Dean, Economic Development
Dr. Laurie Nalepa, Dean, Career and Technical Education
Mr. Dennis Reed, Dean, Fine, Performing & Media Arts
Dr. Carole Yee, Dean, Curriculum



Mr. Tom Jacobsmeyer

Office of Administrative Services:

Mr. Tom Jacobsmeyer, Vice President, Administrative Services
Mr. Raul D. Gonzalez, Associate Vice President
Ms. Violet Amrikhas, Financial Analyst
Mr. Michael Atkin, Community Services Manager
Deputy Rick Baker, Campus Sheriff
Mr. Tom Hiltabiddle, College Fiscal Administrator
Ms. Mary John, Acting Bookstore Manager
Mr. Tom Lopez, Director of College Facilities
Ms. Diedra Stark, Athletic Director
Mr. Aaron Weathersby, College Information Systems Manager



Mr. Florentino Manzano

Office of Student Services:

Mr. Florentino Manzano, Acting Vice President, Student Services
Dean, Enrollment Management (Vacant)
Ms. Elizabeth Ortiz, Associate Dean, Student Services
Ms. Annie G. Reed, Associate Dean, Student Services,
Dr. Sherri Rodriguez, Associate Dean, EOP&S
Mr. David Green, Associate Dean, SSD
Manager, Financial Aid (Vacant)
Ms. Terry Teplin, Director, Child Development Center
Dr. Bruce Thomas, Department Chair, Counseling

GETTING STARTED

How do I get my Employee Number?

Contact the Personnel Office, located in the Administration Bldg., Room 105A

Where do I obtain a parking permit?

Parking permits are available from the Campus Sheriff's Department.

Where am I allowed to park?

In any designated Staff/Faculty lots on campus.

How do I get keys for my office or building?

The Key Request Form is available in Administrative Services, Room 108.

Do I have a telephone extension/voicemail?

An extension will be assigned to you. To retrieve your messages, follow the Voice Mail Setup Instructions found in the LAVC Telephone Directory book.

How do I get e-mail access?

The form requesting a Network Account is available in Administrative Services, Room 108.

HANDY TIPS

- ✓ Access downloadable forms at the Administrative Services webpage:
www.lavc.edu/adminservices/index.html
- ✓ Access the Online Campus Phone Directory for contact information.
The link is <http://www.lavc.edu/directory/>.
- ✓ Contact the IT Help Desk at x2489 for computer assistance.
- ✓ Submit a Work and Service Order (WSO) to request repairs and/or service in the following categories:
 - Information Technology
 - Maintenance and Operations
 - Telephone
 - Audio/TV/VCRThe form is online at <http://198.188.15.12/lavc/default.htm>.
- ✓ Absence Certification Requests (ACR) can be obtained online at
http://www.laccd.edu/employee_forms/documents/Form-TA-1AbsenceCertification-Request.doc.
- ✓ Food and beverages are available in the cafeteria, bookstore, and vending machines located throughout the campus. There is a Staff Lounge in the Administration building directly across from the President's Office, Room 118. In addition, most departments offer their own faculty/staff lunch areas.

HUMAN RESOURCES

LAVC Personnel Office:

Location: Administration Bldg., Room 105A

Contacts: Carole Weston, x2415, or Yasmin Aviles x2414

LAVC Payroll Office:

Location: Administration Bldg. Room 105

Contacts: Eva Zalana, x2416- Classified/Unclassified Assignments
Bruce Main, x2482- Certificated Assignments

Services Provided

- Timesheets and payroll related forms
- Interpretation of warrant stub
- Electronic Funds Transfer Information
- Vacation and Illness hours balances

Single Point of Contact (SPOC)

The Valley College Single Point of Contact (SPOC) can be contacted with any payroll and/or personnel related issues. The SPOC also manages the campus Personnel and Payroll Departments. Other areas that the SPOC may assist with include issues related to PCR, BI (formerly known as BW), and SAP systems (i.e. User training etc.). Your SPOC is Tom Aduwo, he can be reached at x5532 or (aduwo@lavc.edu) and is located in the Administration Bldg., Room 105. Visit the department website for additional information and services at: <http://www.lavc.edu/personnel>.

VALUABLE RESOURCES AND INFORMATION

Active Classified Unions at LAVC:

- AFT College Staff Guild, Local 1521A (Clerical/Technical)
3356 Barham Blvd., Los Angeles, CA 90068
Phone: (323) 851-1521 Fax: (323) 851- 0443 or
<http://www.local1521a.org/>
Chapter Chair: Cyndi Maddren, LAVC Master Calendar Office, x2421
- Los Angeles Building and Construction Trades Council (Crafts)
1626 Beverly Blvd., Los Angeles, CA 90026
Phone: (213) 483-4222 or www.sbctc.org
Campus Rep: Michael Jack, M & O, x5543
- Los Angeles City and County School Employees, Local 99 (Operations)
2724 W. 8th Street, Los Angeles, CA 9005
Telephone: (213) 387-8393, x118 Fax: (213) 388-4707 or
www.seiu99.org/
Rep: Joaquin Flores

- SEIU Local 721 (Supervisors, Classified)
500 So. Virgil Avenue, Los Angeles, CA 90020
Phone: (213) 368-8660 or www.seiu721.org/
Campus Rep: Mary John, LAVC Bookstore, x2717

Contract Information

A copy of your collective bargaining unit contract can be obtained from the campus Personnel Office or through the District website at:

http://www.laccd.edu/faculty_staff/extranet2/union_contracts.htm

Credit Unions

Employees of the Los Angeles Community College District are eligible to join the Los Angeles Federal Credit Union (818) 905-0911, or go to: www.lafcu.org or the California Credit Union (800) 334-8788, or go to: www.californiacu.org

Employee Assistance Program (EAP)

Horizon Health's life management services are an important part of our health benefits. For more information visit: <http://www.laccd.edu/health/eap/> or visit their website at:

www.horizoncarelink.com (User Name: LACCD Password: eap)

Employee Health Benefits

You are eligible to enroll in the LACCD's Health Benefits Program if you are a regular, active District employee or a COBRA participant. Your dependents are also eligible to participate if they meet the eligibility requirements. Each year, there is an Open Enrollment period during which you have the opportunity to make changes to your medical and/or dental plans. It is important that you make these decisions carefully, because the choices you make will be in effect for the entire plan year. Please contact the Personnel Office listed above for further information or visit the District website at: <http://www.laccd.edu/health/active/> or the CalPERS website at:

<http://www.calpers.ca.gov/index.jsp?bc=/member/health/home.xml>

Employee Self Service (ESS)

Log in to the Portal <https://portal.laccd.edu/irj/portal> from a campus computer to access the following information:

- Personal Information-Manage your personal data, address data, bank information, ethnicity information and information about your email addresses
- Benefits and Payment-Manage your beneficiaries display and print your paystub and benefits statement.
- Working Time-Record your working time and display your time data

Equal Employment Opportunity

- Board Policy prohibits discrimination based on race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related) sexual orientation, age, disability, and veteran status.
- Sexual harassment is prohibited by a policy of the Los Angeles Community College District.
- For information on how to participate on hiring committees as an Equal Opportunity officer and how to file a complaint under these policies, contact: Charmagne Shearrill, x2463. <http://www.lavc.edu/compliance/>

LACCD Personnel Commission at: <http://www.laccd.edu/perscom/>

LACCD Unclassified Employee Handbook at:

http://www.laccd.edu/faculty_staff/hr/documents/Unclassified_Handbook.pdf

Retirement

LACCD employees participate in the CalPERS retirement system, visit their website at:

<http://www.calpers.ca.gov/index.jsp?bc=/member/retirement/home.xml> or contact Rudy Lopez (213)891-2486 or Adela Wells (213)891-2338 at the District Office.

ADDITIONAL CAMPUS INFORMATION

Access for the Disabled

The Valley College Campus is flat and most buildings are accessible to students/employees who use wheelchairs. The Campus Center, Allied Health & Sciences and Student Services Center buildings are multi-story and they are accessible by elevator. If an employee is permanently or temporarily disabled, he/she may request closer parking, transportation information and other types of accommodations.

Contact: Raul Gonzalez, Assoc. V.P. Administrative Services

Location: Administration Bldg., Room 108, x2606

Office Hours: M-F 8:00 a.m. - 4:00 p.m.

Bulletin Boards-Locations:

The following bulletin boards are to be used for district/campus information only:

- Campus Mailroom- Administration Bldg.
- Personnel Bulletin Board - Admin. Bldg., Room #105A
- Public Relations Bulletin Boards- Administration Bldg., across from Payroll
- Staff Development Bulletin Boards- Administration Bldg. next to mailroom
- Staff Lounge-Administration Bldg., Room #118
- Union Bulletin Board- Administration Bldg. in hallway next to mailroom

Child Development Center

The Los Angeles Valley College Campus Child Development Center is a licensed childcare facility. The Center provides developmentally appropriate programs for the children of students, staff, faculty and the community.

Contacts: Terry Teplin, Director, x2931 or Dorothy Bates, x5500. For more information go to: <http://www.lavc.edu/StudentServWebsite/child.html>

Classified Staff Development Committee

Contact: Co-chairs, Mary John at x2717 or Arlene Stein at x2339

For more information go to our webpage: <http://www.lavc.edu/classifiedstaff/>

Community Services Classes & Programs

Contact: Mike Atkin, Director, x4172

Location: Field House

Office Hours: M-Th 8:00 a.m.-5:30 p.m. & Friday 8:00 a.m. - 4:00 p.m.

Call for information regarding discounts to staff for non-credit classes and summer camp.

<http://www.lavc.edu/communityed/>

Maintenance & Operations Department (M & O)

- LAVC facilities maintenance questions (Custodial, Electrical, Plumbing, HVAC, Carpentry, Painting and Gardening), x2301
- Work and Service Order Requests and questions related to Plant Facilities, Contact: Al Amaray, x2992

Mailroom

Contact: Luke Davis at x2401

Microsoft Office Specialist (MOS) Certification

<http://www.lavc.edu/profdev/mos.html>

Professional Development Center (PDC)

Location: Bungalow 83. Contact: Deborah Kaye, x2569. For more information go to:

<http://www.lavc.edu/profdev/>

Receiving

Contact: Bruce Hurt, x2998 or Hector Salazar, X2996

Reprographics

Contact: Luke Davis at x2401 or <http://www.lavc.edu/Reprographics/>

Room Reservations:

Master Calendar Office, Contact: Cyndi Maddren, x2421, Fax: (818) 778-5530

Office Hours- 8:00 a.m. - 4:30 p.m. Location: Administration Bldg., Room 104

For classroom reservations contact the Office of Academic Affairs, x2326. To reserve the following rooms, call the President's Office between 8:30 a.m. – 5:00 p.m. at x2321

- President's Conference Room (PCR), Admin. Bldg. Rm. #119. This room accommodates 18 people;
- President's Small Conference Room (PSCR), Admin. Bldg. Rm. #116. This room accommodates 8 people.

Shared Governance <http://www.lavc.edu/SharedGov/visionmission.html>

Under the college's shared governance guidelines classified staff, as well as other group representatives, are selected by their constituent groups to serve on various standing committees to make decisions on matters relevant to the functioning of the college.

LAVC 411 Contains the latest news and information from all the LAVC committees:
<http://www.lavc.edu/411>

Sheriff's Station

Location: M&O/Sheriff's Building Contact: Deputy Ricky J. Baker, x2599 or go to:
<http://www.lavc.edu/sheriff/index.htm>

- For emergency response, Dial x2911 from any campus phone.
- Sheriff Tipline/Hotline call: 778-5678

Transportation

Public transportation is available to the Valley College campus and to the Los Angeles Community College District Office.

For further information go to: <http://www.lavc.edu/rideshare/>

DASH:

DASH buses serve the local Van Nuys/Sherman Oaks area. The college bus stop is located at Fulton Avenue near the front entrance of LAVC. An information pamphlet can be requested at: (818) 808-2273.

Los Angeles Metro Line:

The Los Angeles County Metropolitan Transportation Authority operates three rail transit lines in the Los Angeles area. The red line terminates at the Los Angeles Union Station, providing connections with Amtrak trains and buses.

Rideshare SCAQMD Program: Contact: Raul Gonzalez, x2606. For more information go to:
<http://www.lavc.edu/rideshare/>

Directions from LAVC to District Office using public transportation:

LAVC staff members may find it quite convenient to depart from Valley College to travel directly to the District Office. You can take the Metro Liner Bus from the Fulton/Burbank bus stop to the North Hollywood Metro Station. Then connect to the Red Line subway and exit at the 7th Street Metro Station, which is a short walk to District Office Building at 770 Wilshire Blvd.

REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE

STEP 1

- Obtain a copy of the *REQUEST FOR CONFERENCE OR ACTIVITY ATTENDANCE* form **prior to conference start date**. The link is:
http://www.laccd.edu/employee_forms/documents/Conference_Attendance.doc
- Forms are also available in Administrative Services located in Admin. Bldg. Room 108.
- Conference Attendance Regulations:
http://www.laccd.edu/faculty_staff/extranet2/documents/ConferenceAttendance-ReimbursementProcedure.pdf

STEP 2

- Attach the conference flyer/announcement to your conference attendance form.
- Form must be signed and dated by you and your Supervisor.
- Submit completed form and attachments to Administrative Services not later than **21 days prior to requested date of attendance**.
- When requesting funding from Classified Staff Development you will need to be present at a committee meeting to give a brief description and answer any questions about your request for conference/activity. ***This request must be made at least two weeks prior the date of the conference/activity.***

STEP 3

- Attend conference or activity. Remember to retain all itemized original receipts.
- If funding was provided by Classified Staff Development, please attend the next committee meeting after you return to provide a brief report on your conference/activity.

STEP 4

- The *TRAVEL EXPENSE CLAIM* and *REPORT ON CONFERENCE ATTENDANCE* forms should be completed and returned with original receipts to Administrative Services, **within ten days** of completion of travel. You will be e-mailed a reminder with links to the forms or you may obtain the forms in Administrative Services. The links are:
http://www.laccd.edu/employee_forms/documents/Expense_Claim.doc
http://www.laccd.edu/employee_forms/documents/Report on Conference Attendance.doc
- Only your signature is required on both of these forms. Please tape your receipts onto a white sheet of paper. If you have any questions, please contact Arlene Stein at ext: 2339.

STEP 5

- Pick up your check in Administrative Services Office upon e-mail notification.

TUITION REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

The *Application for Tuition Reimbursement for Professional Development* (HR-501A) is now on the district website, see link below. This form is to be used for all employees **except** Faculty. When you open the form, you will see the dropdown menus that allow you to select for employee unit.

The Services Unit will e-mail you the *Completion Report for Tuition Reimbursement for Professional Development* (HR-501B) to the employee upon approval of his/her application by the Committee on Tuition Reimbursement.

Link to Application:

http://www.laccd.edu/faculty%5Fstaff/extranet2/documents/Form_HR-R-501A_TuitionReimbursementApplication_002.doc