3.13 HR Wiki

The HR Wiki is an online set of web pages that link to documents, forms and other informational pages. The information is primarily used as a reference for HR procedures and information. Figure 1 shows the main page as of July 27, 2010.

![HR Wiki Main Page](image)

**Featured Items**

**For Academic Administrators and Classified Managers:** There is a new Performance Evaluation system for Classified Managers. Please click here to see the details of this new system.

**Sharepoint Glitch!** Sometimes, when opening a form or document, you may be prompted for your username and password. For your username make sure to enter your full email address (e.g., jdoe@ucolesback.edu) and for your password, use the one that you use to log onto your computer.

**HR Business Processes**

The Office of Human Resources is responsible for a variety of Business Processes. These were created in order to support Board Policies, State and Federal laws, contracts and best practices. They are organized under the 8 process areas listed below:

### Recruitment
- **Position Management Procedures**
  - Create a new position
  - Announce a position
  - Replace a Vacant Position

### Employee Relations
- **Leave of Absence**
  - FMLA, EEOC, ADA, Sabbatical, Part-Time Faculty, Stipend Assignments
- **Termination, Retirement, Resignation, Change in Employee Status, Personal Information Update**
- **Claims against SOCCCD, Grievances, Harassment**

### Performance Management
- **Classified Evaluation, Faculty Evaluation, Academic Administrators, Classified Managers, and Classified Confidential Evaluation, Police Officer Evaluation**
- **Evaluator Training, Progressive Discipline using FRISK and Skiddly**

### Staff Development
- **In-service, Leadership Training**

### Contracts and Agreements
- **Academic Agreement, Classified Contract, Police Officer’s Association Agreement, Release of Time for CSEA Representatives, Reduced Contract Request Form**

### Compensation
- **Salary Schedule, Placement, Request a Stipend**

### HR Information
- **HR Project Management, HR Business Process Management, HRIS Analysis and Reporting**

### HR Organization

Human Resources is organized into 4 functional areas in order to continue improving the efficiency and effectiveness of their services and deliverables to the Colleges, Community and District.

**Human Resources Administration** - Contract Negotiations, Coordination of HR activities throughout District and Community, Coordination of union-related issues

**HR Operations** - Board Agenda Matters, Employment Relations, Coordination of Claims Against the District, Recruitment, Contracts Administration, Board Policies and Regulations, Classification, Records and Data Management