

**Welcome to Clackamas Community College (“CCC”)!
We’re so glad you’re here!**

*Getting Started... **

1) What does it mean to be a part-time (PT) faculty employee?

Saying you are a part-time faculty employee signals one of two types of employees:

- Part-time faculty, FLSA exempt, employees that are represented by the PT Faculty Association.
- Part-time faculty, FLSA exempt, employees that are non-represented.

2) What new hire paperwork do I need to complete? How do I access it? When is it due?

- The College utilizes Onboard (<https://login.neogov.com/?siteCode=ON>) to aid new employees in the new hire process.
- Be sure to visit Human Resources (HR), in Barlow Hall Room 204, with 2 forms of identification to complete the I-9 process within 3 days of your start date.
- After your paperwork has been processed, your Onboard username will be updated to your staff email address. Your password will not be affected.
- Onboard will email you regular reminders to complete your paperwork and required trainings.

3) How do I get my CCC email account?

- After your completed new hire paperwork has been processed by HR, you will receive an email, to your personal email account, from Information Technology Services (ITS) with instructions to setup your staff email account.

4) What can you tell me about New Employee Orientation?

- New Employee Orientation is hosted quarterly and provides you with the opportunity to meet coworkers and college leaders and to learn more about college departments, events and policies.
- You will receive a calendar invitation for New Employee Orientation via your staff email account. Please remember to RSVP when you receive the invitation.

5) Where can I learn more about my benefits?

- PT faculty employees are offered medical, dental, vision, and other health benefits when they have met the qualifications outlined in the Part-Time Faculty collective bargaining agreement (CBA).
- PT faculty employees, their spouse, domestic partner, and/or IRS dependent(s) are eligible for tuition waivers for CCC-sponsored classes. More information can be found in the CBA.
- Visit the HR webpage to read about other benefits you may qualify for.
<https://www.clackamas.edu/about-us/ccc-jobs/employee-and-supervisor-information>

6) How do I get my CCC employee identification card? When do I get it?

- Visit the Student Registration desk at your primary campus to get your ID card. Your card will include your employee ID number. Your ID card will also grant you building access and use of the multifunctional printers on campus to print, scan, copy, and fax.

** Some hyperlinks may not be available until your staff account and associated permissions have been established.*

Getting Ahead... *

7) What do I need to know about probation?

- PT faculty employees do not have a probation.

8) What do I need to know about my pay?

- Pay periods run from the 20th – 19th of each month, and pay day is the last workday of each month.
- PT faculty employees are paid on a Faculty Assignment Contract (FAC).
 - FACs are created by department administrative assistants who can also assist you with any questions regarding FACs.
- After your FAC has been processed by Payroll, you can view the details via myClackamas > Employee Information > My Stipends
- Copies of your pay stub are available via myClackamas > Employee Information > Pay Advice.
- Increases happen in alignment with the salary schedule and CBA that are available on the HR webpage. <https://www.clackamas.edu/about-us/ccj-jobs/compensation-and-benefits>

9) What type of time off do I get at CCC?

Time off accrual for PT faculty			
Type	Accrual	Available when?	Limitation/Cap
Sick	24 hours/term worked	5 th week of term	440 hours

College observed holidays**				
Month	Holiday		Month	Holiday
January	-New Year's Day -Martin Luther King Day		September	-Labor Day
February	-President's Day		November	-Veterans' Day -Thanksgiving -Friday after Thanksgiving
May	-Memorial Day		December	-Working day before or after Christmas -Christmas
July	-Independence Day			

** PT faculty employees are paid for holidays on days that they are scheduled to work. See CBA for more information.

10) How can I learn more about access to professional development opportunities and funds?

- PT faculty employees have access to professional development funds through the PT faculty Professional Development Committee. More information can be found in the CBA. <https://www.clackamas.edu/about-us/ccj-jobs/employee-and-supervisor-information>

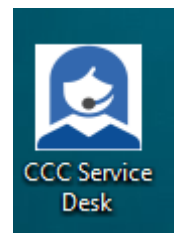
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*Getting Assistance... **

The College has a “CCC Service Desk” system for:

- **Information Technology Services (ITS)**
 - ITS provides support for college phones, computers, and other electronic equipment.
 - ITS can also be reached via:
 - Phone – 503-594-3500
 - Location – Barlow Hall, Room 104
- **Human Resources (HR) and Payroll**
 - HR and Payroll provide support for employees regarding their benefits, compensation, and payroll.
 - HR and Payroll can also be reached via:
 - Phone – 503-594-3300
 - Location – Barlow Hall, Room 204
- **College Relations and Marketing (CRM)**
 - CRM assists with marketing materials, business cards, name badges, and website support.
 - CRM can also be reached via:
 - Phone – 503-594-3017
 - Location – Barlow Hall, Rooms 223-233
- **Facilities**
 - Facilities can assist with furniture needs and general repairs.
 - Facilities can also be reached via:
 - Phone – 503-594-6791
 - Location - Lewelling
- **Duplication**
 - Duplication offers a range of copy and bindery services for campus printing.
 - Duplication can also be reached via:
 - Phone – 503-594-6788
 - Location - Lewelling

To access the Service Desk visit support.clackamas.edu or click on this logo on your CCC computer’s Desktop:



11) How can I learn more about policies and processes at the College? What resources are available to me to learn more about the College?

- You will be assigned several tasks in Onboard asking you to review important policies and procedure, as well as several employee trainings.
- Additional resources you may find helpful:
 - HR Information network drive - <I:\HR Information>
 - Board Policies - <http://policy.osba.org/clackcc/>
 - CCC’s Vision, Mission, Core Themes and Strategic Initiatives - <https://www.clackamas.edu/about-us/vision-initatives>

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12) How will I know if the college is closed due to inclement weather?

- Rave (<https://getrave.com/loginRedirect.action>) will notify you via text message, phone call, and/or email that the College/campus will either have a late start or be closed.
- If the College closes for any part of a regular business day, employees are not expected to use their paid leave unless previously scheduled.

*Getting Involved... **

13) What are “Cougar Fridays”?

- On Fridays, CCC employees wear Cougar attire. Stop by one of the bookstores to get some gear! <https://www.clackamas.edu/campus-life/campuses-buildings-hours/bookstores>

14) Where and how can I connect with organizations, events, and activities at my campus?

- College Relations & Marketing (CRM) sends out a weekly email about events happening on campus.
- FYI Today, located on myClackamas,, is also a great resource for events.

15) How do I find out more about Diversity, Equity and Inclusion (DEI) initiatives and Employee Resource Groups (ERGs) at CCC?

- You can learn more about the DEI Strategic Plan and ERGs by visiting <https://www.clackamas.edu/about-us/vision-initatives/diversity-equity-and-inclusion>

16) How can I learn about various CCC committees?

- A complete [list of committees](#) is available on myClackamas > Resources > Committee
- If you are interested in joining a committee, please talk with your supervisor.

17) How can I support Cougar Athletics?

- Wear Cougar gear on Fridays.
- Attend athletic events. View the full schedule at <https://www.clackamas.edu/campus-life/athletics>



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