



Human Resources Department Memorandum

(707) 864-7128

4000 Suisun Valley Road, Fairfield, CA 94534-3197

TO: Short-term Workers (Seasonal, Periodic, or Short-term Project) and Substitute Workers

FROM: Human Resources Department

RE: Information for Employment

Welcome to Solano Community College! The following information has been prepared to assist you with general questions you may have regarding your temporary employment.

The following documents are **required** prior to beginning employment at Solano Community College. Please return the forms to Human Resources. The first date of employment must be no sooner than the day **after** the Governing Board approves employment. Delay in submitting required documentation may result in the delay of your paycheck processing.

1. Live Scan Fingerprints (**clearance must be received prior to beginning work**)
2. Tuberculosis Clearance (**clearance must be received prior to beginning work**)
3. SCC Classified Application with Copy of College Transcripts if applicable
4. Personnel File Data Form
5. Oath or Affirmation of Allegiance Form
6. Policies and Procedures Form (confirming you have reviewed the Solano Community College District Policies and Procedures)
7. Federal Tax Withholding Form (W-4) **AND** State of California Employment Development Department Tax Withholding Form (DE 4)
8. Employment Eligibility Verification (I-9); must provide original required documents to support your eligibility to work in the U.S. (See the Lists of Acceptable Documents on page 3 for the required documents). **Not required if previously submitted.**
9. Security & Confidentiality Agreement Form
10. Personnel Payroll Action Form (Form 6; submitted by the manager)

Note Additional attachments: 1) Online Training Memo; 2) Healthy Workplaces/Healthy Families Act of 2014; 3) Keenan New Hire Pamphlet; and 4) Main Fairfield Campus Map.

GENERAL INFORMATION

1. **Short-term Workers:** (Seasonal, Periodic, and Short-term Project) those hired for extra work, i.e., registration aides, office assistant, etc. must keep a monthly time sheet to verify work dates and times. The time sheet must be signed by you and your immediate supervisor, and then submitted to Payroll (Building 600) by the 21st of each month.
2. **Substitute Workers:** (Those working in the absence of a regular employee due to vacation, illness, or resigned/retired employee) must keep a weekly substitute report to verify work dates and times. The substitute report must be signed by your immediate supervisor, and then submitted to Human Resources (Building 600) by the 21st of each month.
3. **Pay Period/Payday:** A pay period is the 21st of one month to the 20th of the following month (e.g., September 21 through October 20). Payday is on the 10th of each month, unless the 10th falls on the weekend, then it will be the Friday before that weekend. Checks are currently mailed to the address you provide on your application form.
4. **Breaks/Meal Period:** Eligible for a paid ten-minute rest period for every four hours worked; an unpaid meal period of 30-minutes for a five hour work period (except that when a work period of not more than six hours will complete the days work, the meal period may be waived by mutual consent of the employer and employee).
5. **Sick Leave:** Please read attachment regarding Healthy Workplaces/Healthy Families Act of 2014: Paid Sick Leave. Employees may use accrued sick days beginning the 90th day of employment.
6. **Parking:** Temporary parking permits are available through your division/department manager.
7. **SCC District Policies:** It is your responsibility to read and comply with the District's policies on Computer and Network Use #2067, Smoking #4215, Sexual Harassment #4270, Unlawful/Prohibited Discrimination #4285, and Drug-Free Workplace #4300.

Should you have any further questions, please let us know.