

Welcome to
Cuesta!

**HUMAN RESOURCES
ORIENTATION**

OUR LEADERS

Superintendent/President

Jill Stearns, Ph.D.



Vice Presidents:

Daniel Troy (Administrative Services)

Melissa Richerson (Human Resources)

Deborah Wulff (Academic Affairs)

Mark Sanchez (Student Services)

Board of Trustees



Pete Sysak, Board President



Dr. Barbara George, Board Vice President



Angela Mitchell, Trustee



Patrick Mullen, Trustee



Mary Strobridge, Trustee



Jordan Jantzen, Student Trustee

CUESTA'S MISSION, VISION AND VALUES

Mission

Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals.

We effectively support students in their efforts to improve foundational skills, earn certificates or associate degrees, transfer to four-year institutions, and advance in the workforce.

Through innovative and challenging learning opportunities, Cuesta College enhances lives by promoting cultural, intellectual, personal, and professional growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

Vision

Cuesta College is dedicated to accessible, high-quality education for the support and enhancement of student success, professional development, and the community we serve.

Values

Access - Success - Excellence



CAMPUS INFORMATION

- Campus Directory can be found at www.cuesta.edu
- General Campus work hours are M-F 8:00a-5:00p
- Two bargaining units on campus:
 - Cuesta College Classified United Employees
 - Cuesta College Federation of Teachers
- Management/ Confidential employees are unrepresented however, they do have a senate, Cuesta College Management Senate that will represent when needed



ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

- All employees should be referred to Human Resources to request accommodations in the workplace
- All students should be referred to Disabled Student Programs and Services (DSPS) for disability accommodations or questions

www.cuesta.edu/student/studentservices/dsps

- Questions regarding electronic accessibility for students with disabilities should contact Disabled Student Programs and Services (DSPS).

PLEASE REVIEW:

- Cuesta's Organizational Chart
- Your Salary Placement/Job Description
- Board Policies Location:

<http://academic.cuesta.edu/president/BRDPOLREV08.htm>

- Sexual Harassment
- Unlawful Discrimination



PROBATIONARY PERIOD/ EVALUATIONS

- Probationary period is one year.
 - In that year you will be evaluated twice.
- Evaluation procedures for Faculty: See CCFT collective bargaining agreement section 7
- Evaluation procedures for Classified: See CCCUE collective bargaining agreement section 10.
- Evaluation procedures for Management: See Board Policy 7150

WORKERS COMPENSATION

- Pre-designation of your Personal Physician:
 - If you want to use your own physician for any workplace injury, you will need to complete this form. Your doctor must also accept worker's comp claims.
- If you are injured at work please contact your Supervisor and Human Resources immediately so the District can take the appropriate action
- If you are put on leave due to a claim please follow the instructions for our return to work program
 - A copy of the return to work program is included in your packet

LEAVES

- Classified & Management employees will accrue sick & vacation leave each month (*Vacation is not usable until the completion of six months*)
 - Management/ Confidential: See Board Policy 7340, CCCUE contract article 8
 - Classified: See CCCUE contract article 6, 7, 8
- Faculty will accrue sick leave each month based on load
 - Faculty: See CCFT contract article 6
- If you are planning any type of extended leave (i.e. maternity leave, FMLA, etc.), please contact human resources so we can discuss your rights and plan appropriately.


BREAKS FOR CLASSIFIED

- Breaks:

- For every four (4) consecutive hours you work, you *must* take a 15 minute *paid* break.
- For every five (5) consecutive hours you work, you *must* take a 30 minute *unpaid* lunch break.
- Any adjustments/changes to your break periods must be communicated to your supervisor and Human Resources.

****Mandatory breaks are a requirement of the CCCUE Collective Bargaining Agreement.**

OVERTIME

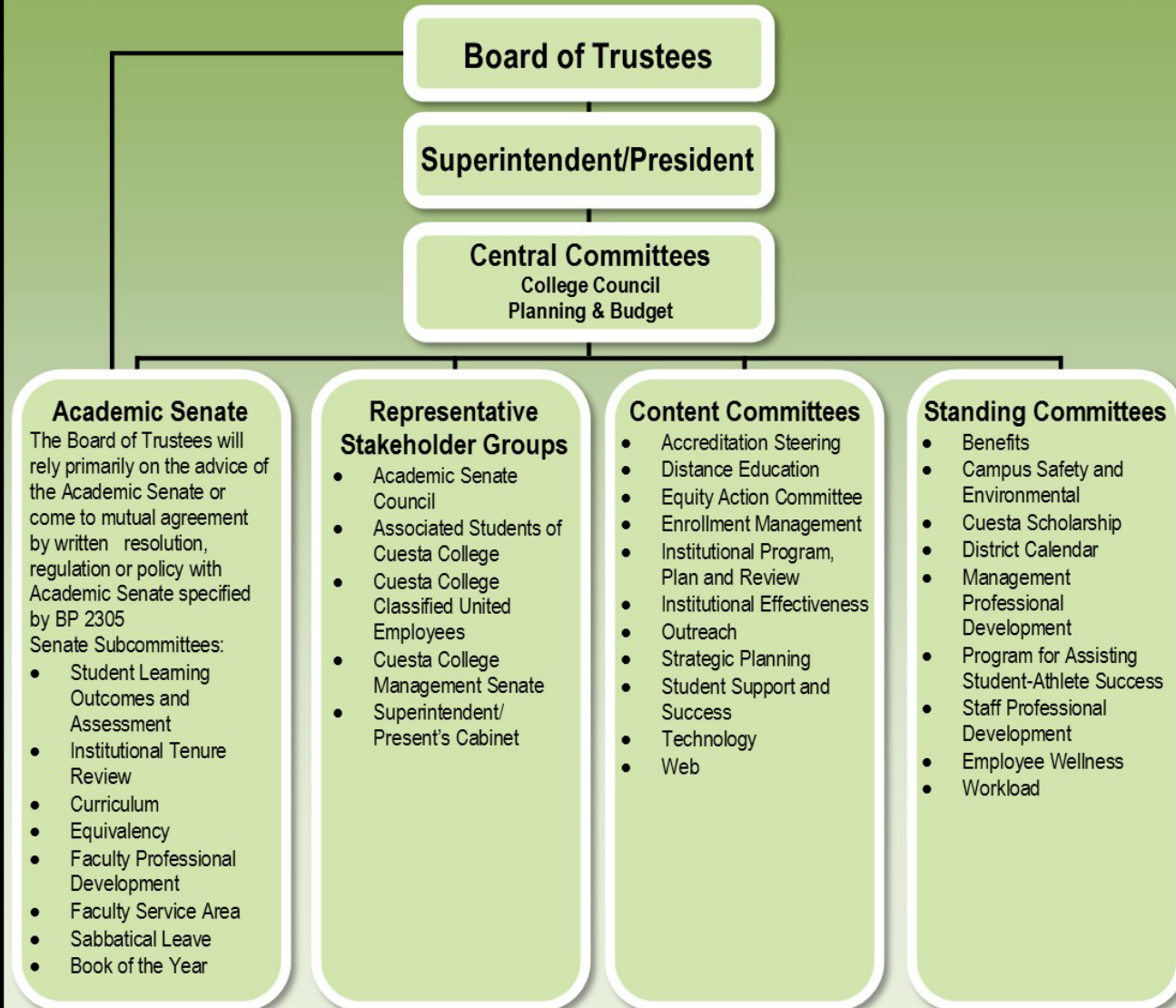
- Overtime and work performed on holidays *must* be pre-approved by your supervisor:
 - General hours  overtime = working more than 8 hrs/day or more than 40 hrs/wk
 - Faculty are not eligible for overtime

COMPUTER USE

- Computers are District property
- There is no expectation of privacy – your computer use can be reviewed or pulled at any time
- Use computers for District-related purposes *only*.
- Review Computer and Network Use Board Policy 3720

SLOCCCD Participatory Governance Communication Structure

"Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives, decision-making aligned with expertise and responsibility, and timely action on institutional plans, policies, curricular change, and other key considerations" (Standard IV.A.5)



QUESTIONS?

- If you have specific questions feel free to schedule an appointment with Human Resources

PAYROLL

WHEN – WHERE - HOW

- Pay day?
- Forms – Leaves, W4, Direct Deposit
- Direct Deposit or Live check
(mailed)
- <https://www.cuesta.edu/about/depts/payroll/index.html>
- Cuesta.edu – About>Payroll>click
on any option
- Deadlines



QUESTIONS OR CHANGES?

- Cinda Bitz – Payroll Specialist
- Laura Baright – Payroll Technician
- Admin Building – Room 8005A
 - 805.546.3136
 - **payroll@cuesta.edu**