

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-110</b>
		<b>NEW HIRE</b>
<b>ISSUE DATE:</b> February 9, 2010	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide P-110 Dated July 7, 2008	<b>CHANGES:</b> "New hire" form packet revisions: <ul style="list-style-type: none"> <li>• Remove retirement system forms from each employment service.</li> <li>• Add Retirement Unit forms and Retirement Unit Document Received Acknowledgement form for each employment service.</li> <li>• Update Table P-110.</li> </ul>	

## I. POLICY

It is the duty of each College and Division to establish internal processing procedures that ensures newly hired employees submit all documents required to process their assignment within established timelines and guidelines.

## II. DEFINITION

- ***New Hire*** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and accepted a position but have not completed employment processing.

## III. REQUIREMENTS

- A. The new hire form requirements described in this guide are applicable to new hire personnel actions. Additional forms may be required for other specific types of assignments. When that situation occurs, the additional requirements are described in the applicable guide.
- B. All new hires require compliance with District recruitment, selection, and employment processes detailed in HR Guide Section R-000, Recruitment, Selection, and Employment specific to service and employment category.
- C. Pre-employment processing is required for all new employees regardless of employment service. Processing is performed on a decentralized basis at each college/division.
- D. Department Heads are to:
  1. Initiate a Personnel Change Request (PCR) immediately upon the offer and acceptance of a position by a new employee. See HR Guide P-101, Employee Information Certification, for details.
  2. Immediately send the prospective new employee to the location Personnel Office for processing and completion of forms indicated in Table P-110, New Hire Form and Document Requirements, below.
  3. Instruct the prospective employee to complete and submit all required forms and documents before beginning service to the District.
- E. It is the responsibility of the hiring location to verify the accuracy and completeness of all forms and documents prior to submitting the new hire pre-employment packet to Human Resources, District Office for final processing.

1. All required forms and documents are to be forwarded by the hiring location to the District Office at one time as a complete packet prior to the start of employment.
  2. Incomplete data, missing forms and documents will often delay an employee's warrant. Therefore, efforts to ensure accurate and timely processing are the responsibility of each hiring location.
  3. In the event a new hire employee does not complete and submit all forms and documents required within the processing timelines indicated below, the location personnel office is to immediately send a reminder to the new employee and the new employee's supervisor.
  4. If within five (5) business days of the reminder, there is still no response, the location personnel office sends a copy of the reminder along with a request for assistance with obtaining compliance to the supervising administrator.
- F. All new hires must also complete the fingerprinting process. See HR Guide P-111, Fingerprints, for details.
- G. All medical benefit eligible employees are to receive a benefit packet. See HR Guide B-200, General Policy on Benefits, for details.
- H. New hire forms and the timeline allowed for completion are shown in Table P-110, New Hire Form and Documents, below.
- I. No assignment of a new hire is to be authorized for payment until all forms indicated in Table P-110 below are completed.

**TABLE P-110  
NEW HIRE FORM AND DOCUMENT REQUIREMENTS**

FORM TITLE	FORM NUMBER		DUE	SERVICE		
	NEW	LEGACY		ACADEMIC	CLASSIFIED	UNCLASSIFIED
Information Certification	HR-1	C525-11	First Day <sup>1</sup>	X	X	X
Personal Data Self-Disclosure	HR-2	C921-1	First Day	X	X	X
Oath of Allegiance / Support	HR-3	C288-11	First Day <sup>1</sup>	X	X	X
Report of Convictions	HR-4	C274-11	First Day	X	X	X
Address and Warrant(s) Designation	HR-5	C333-5	First Day <sup>1</sup>	X	X	X
Employee Withholding Certificate	W-4	W-4	First Day <sup>1</sup>	X	X	X
Employment Eligibility Verification	I-9	I-9	Within three (3) business days <sup>1</sup>	X	X	X
Tuberculosis Examination Compliance Certification	HR-11		First Day <sup>1</sup>	X	X	X <sup>5</sup>
Transfer of Illness Leave Balance Request	HR-12	C355-6	First Day	If Criteria Met	If Criteria Met	
Acknowledgement of Employment Conditions, Specially Funded Programs		C1117	First Day	If Criteria Met	If Criteria Met	
Acknowledgment of Document Receipt	HR-14A HR-14C HR-14U		First Day	X	X	X
Medical Examination Certification	HR-21	C618-5	First Day <sup>1</sup>	X		
Health Status Statement	HR-22	C112	First Day <sup>1</sup>		X	
Supplemental Information	HR-23	C1074	First Day			X
Retirement System Information	RU-01		First Day <sup>1</sup>	X	X	X
Statement Concerning Your Employment in a Job Not Covered by Social Security	RU-02	C347	First Day <sup>1</sup>	X <sup>4</sup>	Temporary Assignments Only	X
Acknowledgment of Document Receipt	RU-03		First Day	X	X	X
Official Transcripts <sup>2</sup>			Within five (5) business days <sup>1</sup>	X		
Verification of Employment <sup>3</sup>			Within five (5) business days. <sup>1</sup>	X		

<sup>1</sup> Form must be submitted by due date. When it is not, the employee's assignment can not be finalized.

<sup>2</sup> Degree must be posted on transcript. Foreign transcript must include evaluation from an agency approved by the California Commission on Teacher Credentialing.

<sup>3</sup> Employment verification must be on company letterhead and is required for instructors to teach vocational disciplines and for academic administrative assignments.

<sup>4</sup> Unless a Public Employee Retirement System (PERS) member.

<sup>5</sup> When assigned to work in a Child Development Center.

#### IV. ADDITIONAL SOURCES

##### FEDERAL GOVERNMENT

[Internal Revenue Services \(IRS\)](#)  
[Social Security Administration \(SSA\)](#)  
[United States Citizen and Immigration Services \(ICE\)](#)

##### CALIFORNIA EDUCATION CODE

Chapter 1 Provisions Applying to All Employees  
Sections 87000 - 87160  
Chapter 2 Qualifications for Community College Personnel  
Sections 87350 - 87360  
Chapter 3 Employment  
Sections 87400 - 87880

##### LACCD BOARD RULES

Chapter 10 X. Human Resources  
Article I Personnel Services  
[10103 Oath of Allegiance – New Employee](#)  
[10105 Employment Records of Employees](#)  
[10105.10 Fingerprints of Applicants for Positions](#)  
[10106.10 Credential Records](#)  
[10109 Probationary Period for Certificated Employees](#)  
Article II Health Examinations  
[10201 Health Examinations](#)  
Article IV Certificated Assignments  
[10406 Assignment Authorization for New Certificated Employees](#)  
Article XI Unclassified Assignments  
[101104 Unclassified Assignments](#)  
[101107 Employment of Students with Criminal Records](#)  
[Article XII Child Development Centers](#)  
Article XVI District Life Insurance Coverage  
[101603.10 Initial Enrollment](#)  
[Article XVII Hospital-Medical, Dental, Vision Group Coverage, Group Life Insurance Coverage, and the District's Employee Assistance Program](#)  
[Article XIX Student Worker Classifications](#)

##### LACCD ADMINISTRATIVE REGULATIONS

[AO-8 Personnel](#)

##### PERSONNEL COMMISSION

Applications and Examinations  
[617 Health Evaluations](#)  
Employment Lists  
[667 General Employment Requirements](#)  
In-Service Status and Transactions  
[701 Probationary and Permanent Status](#)  
[703 Employee Information and Records](#)

##### EMPLOYEE TIP SHEETS

[Meeting Fingerprint Requirements](#)  
[Meeting TB Exam Requirements](#)