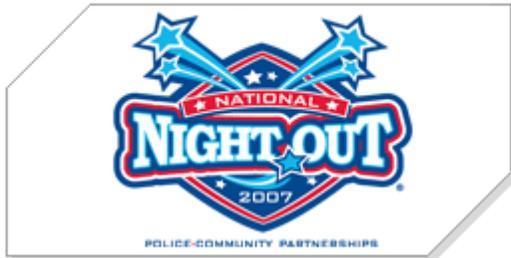


LACCD Human Resources Newsletter
August 2007 (#4)
(Distribute freely)



LEARN MORE ABOUT NATIONAL NIGHT OUT



The 24th Annual National Night Out is scheduled for August 7, 2007.

National Night Out has proven to be an effective inexpensive and enjoyable program to promote neighborhood spirit and police-community partnerships in our fight for a safer nation.

[Learn More!](#)

Importance of Interactive for Reasonable Accommodation

How important is the “interactive process” in determining reasonable accommodation? In California, the law requires the performance of an interactive process to determine reasonable accommodation. In California, failing to conduct an interactive process is itself a violation of the law.

Now a new case has emphasized the importance of the interactive process under federal law as well.

Not only is the interactive process required by law, it is the best way to discover possible reasonable accommodation alternatives. This article talks about the federal court case and provides tips to a solid interactive process. [READ MORE.](#)

Can Public Employees “Take the Fifth” In Internal Investigations?

Historically, based on the *Lybarger* decision, public employers believed that they could require employees to answer potentially self-incriminating questions if the employer first informs the employee that any statement made under compulsion of the threat of discipline cannot be used against the employee in any subsequent criminal proceeding.

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In January of this year, the California Sixth District Court of Appeal concluded that only a formal grant of immunity could adequately protect the public employee and prevent the public employer's investigation from interfering with a criminal prosecution. The court felt that only prosecutors and courts should be able to grant immunity.

However, this controversial decision has been taken up by the California Supreme Court for review. Until the court has made its decision, public employers should exercise caution in this area. [READ MORE](#).

Quick Links

[Employee Forms](#) – All the forms available on the web, all in one place. We're always adding forms; check back often.

[Employee Tip Sheets](#)

Performance Evaluation forms, in PDF format – you can complete them onscreen:

[Local 99](#)

[Building and Trades](#)

[Local 721 \(formerly 347\)](#) - supervisors

[Teamsters](#) - academic administrators

[Local 1541A – Staff Guild](#) –Use a copy of the form from the back of their contract.

[Process/Timing Overview](#)

[Personnel Guides](#) – Currently being revised as HR Guides.

[HR Guides \(Revised\)](#)

Best Practice Guidelines:

[Employee Recognition](#)

[Fitness for Duty Exams](#)

[Skelly Review](#)

[Ending Classified Probation](#)

Identity Theft – Recent events reminded us that we are all vulnerable to identity theft, no matter how careful we are. How can we minimize our chance of victimization, and what can we do if our identity is compromised? If you missed it the first time around, read our [Identity Theft 101](#).

Employee Recognition – A powerful and free recognition tool available to LACCD management is the [Notice of Outstanding Performance](#). Let your employee know you appreciate his or her hard work – put this form in their hand *and personnel file!*

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