

Welcome to Houston Community College!

Orientation Program for New
Part-Time Employees and Adjunct Faculty



HOUSTON COMMUNITY COLLEGE



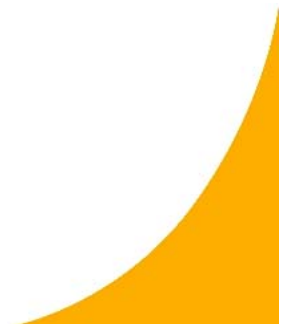


To the New Employee:

Welcome to Houston Community College (HCC)! This booklet is a concise guide to your benefits, opportunities, and responsibilities here at HCC. It is meant to be a brief overview to help you get acquainted with us and the policies and procedures of the institution. The HR Policy Manual can be found online via the following path: HCC home page > Faculty & Staff > Policies & Procedures (under Employee Support).

We hope you find your employment here as meaningful and enjoyable as we do. No matter what your job, you have the opportunity to make a significant impact on others' lives by helping them with their education and life-long learning goals. As with any endeavor in life, this opportunity is what you make it. Your orientation will introduce you to the resources, programs, and people who can make this happen.

The staff of Employee Learning & Organizational Development
elod@hccs.edu
713.718.8614 office
713.718.8621 fax



Optimal Viewing: For optimal viewing the screen resolution should be 1024 x 768 pixels. In addition, close any extraneous toolbars (e.g., Google).

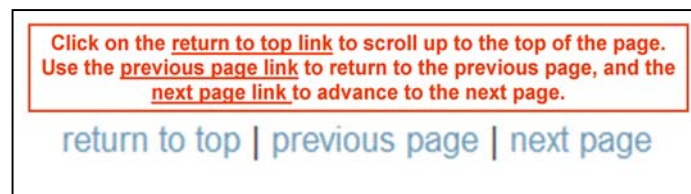
Allow Blocked Content: If you are using Internet Explorer as your browser to view the tutorial, you will need to allow blocked content. When the tutorial first loads, and you see the following message: *To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer*, click the message and then select Allow Blocked Content. Click yes when asked, *Are you sure you want to let this file run active content?* **NOTE:** This may take you back to the beginning of the tutorial.



Navigation: Use the navigation bar located at the top of the screen to go through this tutorial. Click the **Prev** link to return to the previous page. Click the **Next** link to advance to the next page. The Page number out of total number of pages will be displayed to the right of the **Next** link.



You may also use navigation buttons beneath the text on each page. You may need to scroll down (using the **scroll bar** on the right side of the screen) to see the navigation buttons located beneath the text on a given page. Click **return to top** to return to the top of the page. Click **previous page** to return to the previous page. Click **next page** to advance to the next page.



Exit: If at any time you wish to exit the tutorial, click the **X** located in the top, right-hand corner of your screen.

Orientation Process

Orientation should consist of the following components. For your information, keep track of the dates you completed each part. You and your supervisor should coordinate the orientation process; you should be sure your orientation is complete and that you have the necessary information and resources to perform your job duties. Talk to your supervisor if you have questions about any of the items listed, or contact Employee Learning and Organizational Development.

Component	Time Frame	Representative	Date
New hire paperwork—completed & processed in HR 1) <u>Part Time & Adjunct Faculty Orientation</u> Our Plan - Mission, Vision & Values Our People - Employee opportunities & responsibilities Our Purpose - What HCC Offers Our Place - Essential to the community	Before official start date First one & one-half days	Department Chair or Supervisor Department Secretary ELOD Slide Presentation	
2) <u>Department Orientation</u> Meet your Learning Buddy Department functions & job duties Tour of workplace Meet co-workers Checklist completed & signed	within 2 weeks	Supervisor	
3) Read PTAF Orientation Booklet	within 1 week	Employee	
4) Complete online Sexual Harassment Module	within 1 week	Employee	
5) Training on job duties and tasks (ie. PeopleSoft, AdAstra, etc)	within 1 month	Employee	
6) Complete required reading: HCC Student Handbook, Class Schedule and Catalog	within 2 months	Employee	



"At HCC, we are as focused on what's next as we are on what's now. It is the new and evolving role of community colleges across the US. And, none is taking a more active role in defining what's next than HCC."

~Dr. Mary Spangler, Chancellor

- Singularity accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
- Serves over 70,000 students at over 20 campus
- Offers Associate degrees in the Arts, Sciences, General Studies & Applied Sciences
- Average age of student: 25.8 years



- #1 Texas community college for placing students in jobs when they graduate
- #1 in Associate Degree transfers to the University of Houston
- One of the top Associate Degree producers in the country
- All five Early College High Schools earned an exemplary rating in the 2010 ratings by the Texas Education Agency

QUICK FACTS

Office of Institutional Research

November 2010

HCC Trustees



District

- I Yolanda Navarro Flores
- II Bruce A. Austin
- III Mary Ann Perez
- IV Dr. Michael P. Williams, *Chair*
- V Richard M. Schechter
- VI Sandie Mullins, *Secretary*
- VII Neeta Sane, *Vice Chair*
- VIII Eva L. Loredo
- IX Christopher W. Oliver

Service Area

Houston Independent School District,
Stafford and Missouri City Municipal School
Districts, Katy, Spring Branch, Alief, and
North Forest Independent School Districts

2010-2011 Budget & Revenue

2010-2011 Unrestricted Operating Budget

Amount \$263,297,570

2010-2011 Projected Revenue

State Appropriations	\$66,820,257
Tuition/Fees	\$98,706,276
Ad Valorem Taxes	\$99,980,779
Other Local Income	<u>\$ 6,348,746</u>
Total	\$271,856,058

SCH Fall 2010 Tuition & Fees (15 Credit Hours)

In-District	\$852.00
Out-of-District	\$1,767.00
Out-of-State	\$2,112.00

HCC Administration/College Location

Administrative Center
3100 Main, Houston, 77002

HCC Central
1300 Holman, Houston, 77004

HCC Coleman College for Health Sciences
1900 Pressler, Houston, 77030

HCC Northeast
555 Community College Dr, Houston, 77013

HCC Northwest
1550 Foxlake Dr., Houston, 77084

HCC Southeast
6815 Rustic, Houston, 77087

HCC Southwest
5407 Gulfon, Houston, 77081

College Administration

Mary S. Spangler	Chancellor
Art Tyler	COO/Deputy Chancellor
Charles Cook	Vice Chancellor for Instruction
Daniel Seymour	Vice Chancellor Planning & Institutional Effectiveness
William Carter	Vice Chancellor for Information Technology
Diana Pino	Vice Chancellor for Student Services
William Harmon	President – Central
Betty Young	President – Coleman College for Health Science
Margaret Ford-Fisher	President – Northeast
Zachary Hodges	President – Northwest
Irene Porcarello	President – Southeast
Fena Garza	President – Southwest

Contact Houston Community College
(Telephone): 713.718.2000
(Web): <http://www.hccs.edu>

2010 Fall Enrollment – Mid Term

	Percent	Number
Semester Credit Hour (SCH)	88.8	60,303
CEU Credit	7.2	4,868
Noncredit	0.6	385
Adult Literacy	3.4	2,338
Total (Unduplicated)	100.0	67,725
Full-time Equivalent (SCH)		39,880
<i>International Students (SCH)</i> Semester Credit Hour		5,842
<i>2009 Average Class Size (SCH)</i> Semester Credit Hour		22.6

Fall 2010 Student Attendance – Mid Term

Full-Time	31.2
Part-Time	68.8
Day	59.3
Evening	20.0
Weekend	4.9
Non Specified	15.9

2010 Graduates by Degree/ Certificate

	Number
Associate in Arts	1,746
Associate Arts in Teaching	24
Associate in Science	513
Associate in Applied Science	1,064
Certificates	1,599
Total Degree/Certificate	4,946
Other Awards	
Completion of Core Curriculum	2,204
Marketable Skills Achiever	1,045

SCH 2010 Enrollment by Student Residence

	Percent
In-District	64.6
Out-of-District	23.2
Out-of-State	7.6
Out-of-Country	4.7

Fall 2010 Full Time Faculty & Personnel

Personnel	Number
Administrators	137
FT Faculty	829
PT Faculty	3,127
FT Support Staff	1,216
Faculty	Percent
Doctorate	22.3
Masters	54.7
Bachelors and Others	23.0

SCH 2010 Student Body Characteristics

	Percent
Male	41.3
Female	58.7
African-American	29.1
American Indian	0.5
Asian	9.6
Caucasian	17.7
Hispanic	30.8
Nonresident Alien	10.0
Unknown	2.4
17-Under	10.0
18-21	32.3
22-35	43.6
36-50	11.4
51-Over	2.7
Average Age	25.8

History

- 1971: Created under governance of Houston Independent School District as a result of a public referendum
- 1989: Separated from HISD and established own Board of Trustees
- 1992: Restructured into a multi-college system

Accreditation

The Houston Community College System is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Contact Houston Community College
(Telephone): 713.718.2000 (Web): <http://www.hccs.edu>

Mission

Houston Community College is an **open-admission, public institution** of higher education offering a high-quality, affordable education for academic advancement, workforce training, career development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.



We have 25 Exemplary Career Technology programs — the most of any community college in the state. With an overall job placement rate of 92% and a competency guarantee to employers, HCC offers students and community partners a better, brighter future.

A comprehensive community college system, HCC offers many programs designed to meet the needs of students according to their backgrounds and interests. HCC's "open door" admissions policy welcomes all individuals who have at least one of the following qualifications to enroll:

- High School diploma, or
- General Education Development (GED) certificate, or
- College-level hours earned at other accredited colleges or universities, or
- International students who meet college and state requirements.

Funding Streams



As a public institution, our primary sources of funding are:

- State Appropriations (reimbursement/# of students in class)
- Ad Valorem taxes (local property taxes)
- Student tuition and fees

We are all public servants and must always be aware of our responsibility to use this money to further the public good.

Responsibilities as a Public Servant

Implications of a Public Institution

HCC is governed by a Board of Trustees elected by district constituents. Funding for HCC comes from the state legislature, the taxpayers, community organizations, student tuition and fees, grants and contracts. We must be always aware that we have been entrusted with the responsibility and privilege of using this money to further the public good.

Public Servant

Employees must remember they are employed by a public institution. Their actions, whether professional, financial, or political, shall not conflict with their official HCC duties nor appear to do so.

Gifts

Any employee who handles contracts, purchases, payments, claims, or other HCC monetary transactions shall not solicit or accept any benefit from a person who does business with the college, or may be likely to do business with the college in the future. Employees who are asked about gifts or donations to the college should refer these requests to the HCC Foundation Office.

Curricular Materials

No faculty or staff member shall realize a profit from the sale of curricular materials to students enrolled in the employee's class when those materials have been developed solely for use by students enrolled in the class.

Fiscal Responsibility

Each HCC employee is responsible for fiscal accountability. For a manager, responsibility means prudent budgeting, spending, and resource allocation. For all staff, it means considering the monetary impact of any action, program, or activity; and insuring that the college's dollars are being wisely spent.

- Affordable, accessible education
- Associate Degrees – Academic & Workforce
- Workforce Certificates – Credit & Non-credit
- Adult literacy & developmental programs
- Personal enrichment opportunities
- Online and Distance learning
- Comprehensive student support services
- Continuing Education & Corporate Training



Financial Aid

Houston Community College Financial Aid Office is committed to assisting students to find financial assistance needed to help student's meet their educational goals. The college participates in various state and federal grants, work-study, loans, and scholarship programs. Most of these programs are available to anyone who demonstrates financial need and qualifies academically. More information can be found via the following path: HCC web page > Current Students > Financial Aid (under Student Finance).

Academic & Personal Counseling

HCC Counselors provide the following services: Academic Advising, Career Counseling, Disability Support Services, Personal Counseling, Student Success Workshops, Transfer Advising, Degree Plan Completion and Transcript Evaluation. If you are interested in developing any of the desirable outcomes or receiving any of the services listed above, please contact a counselor at any of the HCC colleges. More information can be found via the following path: HCC web page > Current Students > Counseling & Testing (under Student Support).

Disability Support Services

In compliance with Section 504 of the Rehabilitation Act and under the Americans with Disabilities Act, the Disability Support Service Office (DSSO) at each college is responsible for arranging reasonable accommodations for all qualified students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college. It is recommended that students meet with an ADA counselor at least 60 days prior to the beginning of each term. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. More information can be found via the following path: HCC web page > Current Students > Disability Services (under Student Support).

Student Job Placement

An HCC Student or Alumnus will be able to connect to a myriad of career resources and opportunities that will assist with the transitioning to the workplace. The Career Planning and Resource Staff seek to empower and encourage all to reach their fullest potential and career aspirations. HCC web page > Current Students > Career and Resource Planning (under Student Support).

Child Care Assistance

HCC provides childcare assistance to eligible students enrolled in academic and workforce programs. Although all fees are not covered, the stipend allotted per student helps defray the daily costs of childcare services. On-site childcare as well as referrals to off-site providers can be provided. More information can be found via the following path: HCC web page > Current Students > Childcare (under Student Support).

Tutoring & Writing Center

One important key to success in college is learning to use available resources. Students are provided with a local Writing Center and tutoring in almost all areas. Search the college/campus website for the Writing Center and available tutoring.

1. True or False?

_____ HCC is a closed-admission, public institution of higher education.

2. What are the three primary funding streams for HCC?

- State Appropriations (reimbursement based on number of students in class)
- Neo Cafe (Culinary Arts Lab at the District Building)
- Local property taxes (Ad Valorem taxes)
- Student tuition and fees
- Cake sales

3. Matching:

HCC is governed by

our actions, whether professional, financial, or political, shall not conflict with our official HCC duties.

As a public servant, we must remember

by the Southern Association of Colleges & Schools (SACS).

HCC is singularly accredited

a Board of Trustees elected by district constituents.



Houston Community College will be the most **relevant** community college in the country. We will be the **opportunity** institution for every student we serve – **essential** to our community's success.

Houston Community College is embarking upon a critical time in its history with a bold, yet attainable vision for the future. Our vision is focused on three key concepts - relevant, opportunity and essential.

To ensure the organization achieves its vision and the critical pathway articulated in its strategic plan, it is imperative to clearly define the key themes articulated in the vision:

Relevant is defined as being closely connected to having demonstrable bearing on the matter at hand. HCC will be relevant in the way it uniquely meets the current and future needs of the region, its communities, residents and students.

Opportunity is defined as a situation or condition favorable for attainment of a goal. HCC will be an opportunity institution, offering students the ability to learn, improve and ultimately achieve their goals.

Essential is defined as absolutely necessary; indispensable. HCC will be essential to the community's success through the services it provides and the value it brings to the growing and diverse Houston area.

Goals to Reach & Shared Values



Through an exhaustive, highly inclusive strategic planning process which utilized cutting edge research methodologies, the District's leadership identified six key goals that are the cornerstone of the plan to achieve the vision articulated for HCC.

- Student Learning**
- Effective Leadership**
- Resource Development and Enhancement**
- Global Perspective**
- Effective Communication**
- Accountability and Strategic Decision-making**

Shared Values

Freedom – The essence of education is the cultivation of an open environment that promotes a rigorous, untiring life-long pursuit and expression of truth and free exchange of ideas.

Accountability – A responsible individual is committed to doing one's duty and taking the right actions.

Community-Mindedness – The bonds of our community are care, open communication, cooperation, and shared governance.

Integrity – Personal and community well-being demands a commitment to honesty, mutual respect, fairness, empathy and doing the right thing at all times.

Excellence – Our will and spirit are to achieve the best in teaching, learning, community building, and stewardship.

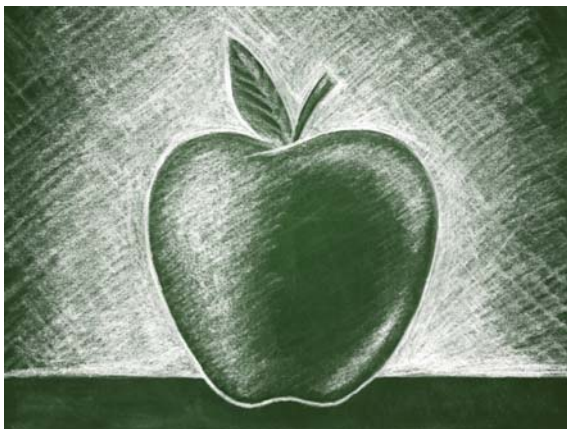


In my job, I will demonstrate the value of _____ by:



"At HCC, we are all educators. Directly or indirectly, what YOU do each day influences the lives of our students. What an opportunity to make a difference!"

~Dr. Ruth Burgos-Sasscer, Former Chancellor



Our Commitment to You...

HCC is an equal opportunity employer with a workplace free from sexual harassment and other types of discrimination.

Every employee is valued for his or her integrity, professionalism, competence and ethics.

As a strategic partner, our goal is to maximize employee effectiveness by creating a quality workplace to better support the mission of the college through:

- Recruiting and retaining qualified employees
- Ensuring internal and external pay equity
- Creating a work environment that encourages high productivity, continuous improvement and opportunity for career enhancement
- Fostering a sense of fair play and fair dealing
- Collaborating with the State of Texas to improve employee health care plans

Structural Overview, Organizational Structure & District Offices

A quick overview of HCC's structure...

Since 1972, we have served over 1.2 million students, helping them improve their lives through education and training. You have joined a vibrant institution with a rich past and an exciting future.

The "big picture": Houston Community College System, the legal name of the organization, consists of seven Colleges and a centralized administration function located here at 3100 Main, now known as "District". Of the six Colleges – Central, Coleman, Northeast, Northwest, Southeast and Southwest many have more than one campus. For example, Central has the campus, HCC's first official campus, as well Willie Lee Gay Hall, which is on 288-South.



However, HCC is, by accreditation, one single college. When a person graduates, he or she graduates from HCC, not from HCC-Northeast vs. HCC-Southwest.



Our vision is not achieved by accident. It takes all of us doing our part. To that end every HCC policy, program and practice is designed to enable success for each student we serve. Each of us is challenged to follow HCC guidelines, and identify and remove barriers to learning wherever they may be. As new employees, we encourage you to share your perspectives, insights, and experiences, as we learn and grow together.

Understanding your place in the organization is essential. Talk with your supervisor about where your position fits in the organization, and how you can make an impact!

Many of the "administrative" functions of the organization take place at the District building (3100 Main). Each employee strives to serve to be a partner and support to all colleges. District serves as:

- Guidance & coordination for the colleges
- Liaison with external agencies – state, city, community, other colleges, etc.
- Reporting function – federal & state government, coordinating board, grants, legal, insurance
- Legal and policy expertise
- The centralized functioning body of Accounting, Payroll, IT, Mail



Expectations

Ethical Behavior

HCC is a public institution supported by tax collections. Personal use of public resources is prohibited by state law. Employees are expected to abide by a strict code of ethics and integrity, which includes maintaining confidentiality, upholding state, federal and local laws and regulations, and fostering the values of HCC.

Adherence to Policies & Procedures

All employees are expected to abide by the District Policies and Procedures, which will be administered fairly and consistently. Noncompliance may result in disciplinary action, up to and including termination. The District Policies and Procedures supersede all other practices mentioned in other District publications.

Continuing professional growth and development

All employees are encouraged to participate in relevant professional development activities during the year for job growth and development. Professional development enhances or strengthens a knowledge, skill or ability relevant to the employee's current position, or to an aspired position. Employees and their immediate supervisors should discuss professional development plans.

Commitment to HCC Mission, Values and Student Success

Our vision is not achieved by accident. It takes all of us doing our part. To that end every HCC policy, program and practice is designed to enable success for each student we serve. Each of us is challenged to follow HCC guidelines, and identify and remove barriers to learning wherever they may be. As new employees, you are encouraged to share your perspectives, insights, and experiences, as we learn and grow together.

Respect for others and value diversity

Respect and appreciate the values beliefs, cultures, and history of others. Create an environment where others feel welcome, are included, and thrive by encouraging and carefully considering a wide range of opinion and beliefs. Use this understandings to counteract prejudice and stereotypes.

Customer Service

Regardless of your position within the organization, you are a representative and an ambassador of the college. We are all educators. Students, parents, employers, the community, and anyone who uses our services should be treated with respect, dignity, and appreciation.

You are a valuable member of the team!

Part-time employees comprise approximately two-thirds of workforce, and are generally hired for specific time period to perform a specific "assignment". As a part-time employee you are considered temporary and "at will", and are paid hour for hour through the Time & Labor feature of @Your Service.



Facilities & Equipment Use



Use of HCC property

HCC resources (facilities, equipment, other property, and personnel) are to be used for the corporate gain of the college. HCC is a public institution supported by tax collections, and facilities and equipment should be used for official college business. Personal use of public resources is prohibited by state law.

All HCC facilities are non-smoking. Smoking is prohibited anywhere within the buildings, including rest rooms, break rooms, and stairways.

Web/Internet Policy

The District supports a connection to the Internet and the World Wide Web for faculty, students, and staff in support of the mission of the college. The Internet connection should be used in an open, accessible, and academically free manner to support the teaching, research, and outreach missions of the college. The District encourages faculty, staff, and students to make broad use of the Internet as a tool for learning, communication, and scholarship.

Your Health & Safety

Safe Work Habits

Each employee is responsible for practicing safe work habits. If you notice an unsafe situation in your work area, correct the problem or alert your supervisor. Safety & Loss Control offers training covering a variety of health and safety issues that may occur in our environment: Ergonomics in office settings, workplace safety issues, such as slip & fall accidents (the leading cause of injuries at HCC), introduction to HCC safety program and emergency procedures.

More information concerning safety and safety training classes may be viewed on online via the following path: HCC web page > Faculty & Staff > Safety & Loss Control (under Finance & Administration).

Drug and Alcohol Policy

In accordance with public law 101-226 "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on any HCC property and as a part of any college sponsored or sanctioned activity. For more information, see HCC Policy C: 4.7.

On-the-Job Injuries

All HCC employees are covered by Worker's Compensation provisions if they are injured during the course of official business. Any injury must be reported immediately to your supervisor. If your supervisor is not available, report the injury to any other supervisor who is available.

The supervisor should also inform the campus security personnel and complete an HCC Accident/Injury Investigation Form within 24 hours. This form should be faxed or mailed to the Risk Management Office. The Risk Management Office may be reached at (713) 718-5100 immediately.

Crime Prevention & Awareness

HCC has its own internal police department that is responsible for the safety and security of all HCC locations. In addition, the college maintains an agreement with the Houston Police Department for follow-up or extended service.

The HCC Police Department provides information, education, and services to insure that HCC is a safe place to work. Visit the HCC Police Department website online via the following path: HCC Web page > District (upper right link) > About HCC > Police.

Safety Escorts & Vehicle Assistance

The HCC Police Department will provide a safety escort upon request to all students, faculty, or staff. Vehicle assistance is provided for jump starts, car unlocks and other disabled vehicle assistance on most campuses. If security personnel are unable to provide a service, they will help you in calling for assistance. You may seek assistance and/or escorts from the security worker assigned to each campus, or by calling (713) 718-8888. Disabled vehicles may not remain on college property.

Evacuation

Be sure you receive a copy of the evacuation plan for your work area. Pay careful attention to this information.

If you suspect an emergency, contact the HCC Police at (713) 718-8888, and they will contact 911 and serve as the point of contact. Fire extinguishers are located throughout the building.

Your Safety, Your Tasks

HCC ID Badges



Houston Community College operates six colleges with multiple locations throughout the Houston, TX metropolitan area. HCC has a student enrollment of over 70,000 and Faculty and Staff expected to reach over 5,000. With this large student and employee population, being able to identify members of our HCC community is of great importance.

All Houston Community College employees must obtain an HCC photo identification (ID) card. Employees and students may be asked to show their ID card to security officers or other college officials to verify their affiliation and purpose for being on campus.

To obtain your Identification Card please visit your local HCC campus. More information may be viewed online via the following path: HCC web page > Faculty & Staff > Houston Community College ID Cards > Frequently Asked Questions or you can contact our Customer Support 713-718-8800.

Parking Permits



All HCC students, faculty and staff are required to have a parking permit displayed on the dashboard of their cars (effective 9/1/10). At this time there is no charge for parking at most HCC locations and parking permits are a safety measure so that HCC Police can recognize your vehicle as one belonging to a registered student or employee.

To print your parking permit, log into *@ Your Service > Employee Home > Personal Information Home > Parking Permit*. Fill out the registration form with your vehicle information (license plate, make, model and year), and your driver's license number before printing.

Permits are good for the current academic year. Holders can be obtained from the Police Department. Please be sure to print and display your parking permit in your dashboard.

Connect ED



The HCC Police Department utilizes Connect ED as a communication service to help college officials reach out to students, faculty and staff via:

- Voice messages to home phones, work phones, cell phones & even emails
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to e-mail accounts
- Messages to TTY/TDD receiving devices for the hearing impaired

The Police Department relies on the information stored in *@Your Service*, and Student Administration for data about employees. It is important that you keep your Personal Information, and Parking Permit information current.

Training Opportunities

Center for Teaching and Learning Excellence

The Center for TLE is the community of HCC educators consisting of adjunct faculty, full-time faculty, and instructors who are committed to supporting one another in pursuit, achievement, and nurturing of teaching excellence.

The mission of HCC's Center for Teaching and Learning Excellence is to serve as the premiere training and support organization for faculty development which results in producing an excellent teacher in every classroom to ensure student success.

More information regarding this program and application may be viewed online via the following path: HCC web page > Faculty & Staff > Center for Teaching & Learning Excellence (under Instructional Support).

Faculty & Staff Technology Training

IMC serves as a faculty and staff training resource for the institution. Free computer training classes for all full-time and part-time faculty and full-time staff are provided at several college and District locations. The IMC also offers the Certification in Instructional Technology program which is designed to prepare faculty to integrate instructional technologies into their teaching practices.

More information regarding the CIT program, and faculty and staff training may be viewed online via the following path: HCC web page > Faculty & Staff > Professional Development (under Employee Support).

Online Technology Training - Ultra

The Ultra Online Training Program offers interactive, self-paced courses for office professionals. View an example course, enroll, and find more information online.

More information about Ultra may be viewed online via the path: HCC home page > Faculty & Staff > Professional Development (Under Employee Support) > Ultra Online Training Program.

Online PeopleSoft Training - UTRAIN

UTRAIN (User Training Resource And Information Network) is our self-paced, training tool developed for PeopleSoft (PS) curriculum. Able to deliver self-running and interactive stimulations that outline specific job related operational tasks, UTRAIN is used for PS Human Resources (PEP and Time & Labor), Student Administration and Finance training for managers and employees.

More information about UTRAIN may be viewed online via utrain.hccs.edu. Username and password will be the same as your email.

College Office Professional Program

The College Office Professionals Program (COPP) is a certificate program designed with the administrative support professional in mind. A Certificate of Achievement is awarded upon completion of both required program components, the On-The-Job Task Training and the Professional Development Classes, and participant and supervisor program evaluations.

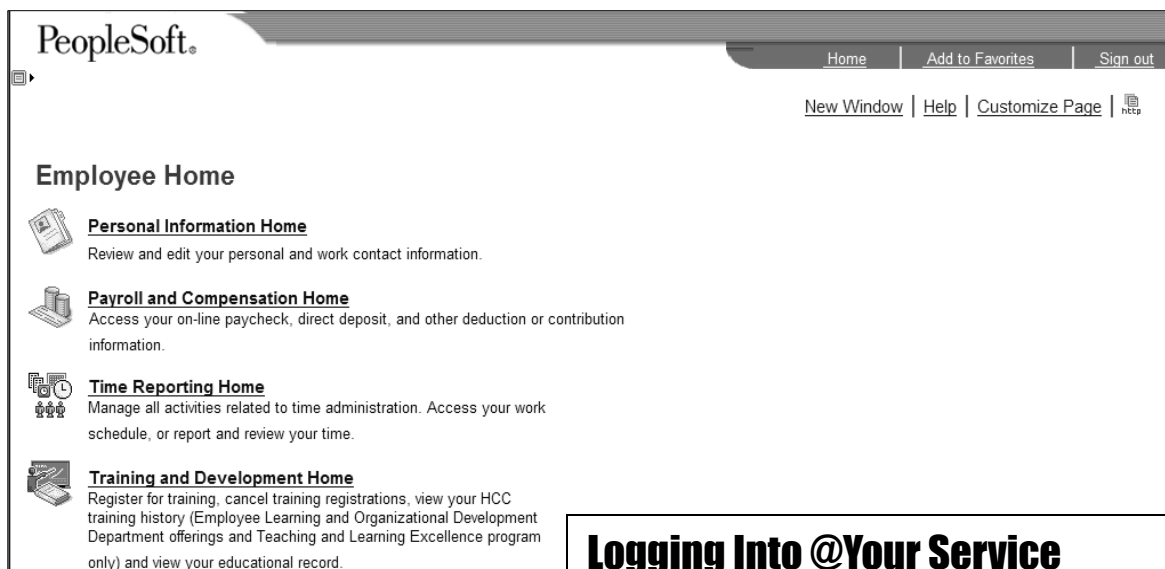
Keeping Information Current

HCC employees can access a variety of self-service tools to view and maintain personal information contained in the PeopleSoft Human Resources (HR) system via @Your Service.

Employees can:

- ✓ Punch time & report absences (not available from home)
- ✓ Keep personal information current – mailing address, emergency contact info, etc.
- ✓ Printing parking permits
- ✓ Check current pay advice, deductions, prior statements
- ✓ Register and view HCC training history

More information and login instructions can be found online via the following path: HCC web page > Faculty & Staff > @ Your Service (under Employee Support).



The screenshot shows the PeopleSoft Employee Home page. At the top left is the PeopleSoft logo. On the right, there are navigation links: Home, Add to Favorites, Sign out, New Window, Help, and Customize Page. The main content area is titled "Employee Home" and contains four sections, each with an icon and a brief description:

- Personal Information Home**: Review and edit your personal and work contact information.
- Payroll and Compensation Home**: Access your on-line paycheck, direct deposit, and other deduction or contribution information.
- Time Reporting Home**: Manage all activities related to time administration. Access your work schedule, or report and review your time.
- Training and Development Home**: Register for training, cancel training registrations, view your HCC training history (Employee Learning and Organizational Development Department offerings and Teaching and Learning Excellence program only) and view your educational record.

Logging Into @Your Service



Open Browser (Internet Explorer)
Go to the **HCC Homepage (www.hccs.edu)**
Click on **Faculty and Staff > Employee Support > @Your Service > @Your Service Login**

User ID: your HCC email address
(without the @hccs.edu)

Password: Enter your birthday in the MMDDYYYY format (ex.11251978 for November 25, 1978) and the last four digits of your Social Security Number to make a 12 digit code.
Ex. 112519781234

After successfully logging in, you will be prompted to change your password.

I am:

PART TIME

Faculty

Generally, faculty members are considered exempt employees, and are compensated on a salary basis for their employment period and are not entitled to overtime or compensatory time compensation.

Elapsed Time Reporter

Weekly Elapsed

Exception time (leave) is reported through the weekly elapsed feature.

Employee Self Service > Employee Home > Time Reporting Home > Report Weekly Elapsed Time

Staff

Generally, part-time staff employees are compensated for all hours worked each week, and are compensated for overtime in accordance with federal regulations or compensatory time in lieu of overtime.

Punch Time Reporter

Web Clock

Hours worked in a week are calculated from punches entered.

Employee Self Service > Employee Home > Time Reporting Home > Web Clock

**There are some exceptions. Always discuss time entry with your supervisor before your assignment begins.*

Rates & Method of Pay

Employees are paid semi-monthly at a rate determined by the salary schedule for the job classification (15th and the last work day of the month). Adjunct faculty are paid six times during the Fall semester and 7 in the Spring. If these dates fall on a holiday or weekend, then payday is the preceding business day.

The two pay options are Cash Pay and direct deposit into your bank or credit union account.

Timing of Pay Amounts

Pay for overtime, however, can lag by one pay period. Pay for any work done beyond 40 physical hours can show currently depending on payroll runs. Any time not captured currently will show up on the following payday.

Promotions

HCC follows the practice of filling full-time positions competitively, using an open posting system. Job vacancies are announced via the HCC online applicant system (PeopleAdmin) and individuals apply to be considered. A formal hiring process includes review of all applications, screening based up pre-set criteria, interviews and selection.

A supervisor cannot unilaterally promote an employee or increase salary. HCC encourages promotions from within when possible, and encourages professional growth and development to help you qualify for higher-level positions.

Recording Time

Work Week

The work week begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. You are expected to work 40 hours per week, unless leave is requested and approved, or a holiday is granted.

You are expected to report to work and leave work as agreed upon between you and your supervisor. You should not make any change in your schedule without prior consultation with, and consent of, your supervisor.

Overtime/Compensatory Time

Overtime (time and a half) provisions apply only to non-exempt employees. A non-exempt employee must have prior approval from his or her supervisor to work in excess of forty hours per week. Overtime or Comp time is approved at discretion of the supervisor.

A copy of this approval must be captured on the appropriate form, and should be submitted with the corresponding Time & Labor paperwork submitted for the overtime.

There is no compensatory time provision for exempt employees.

Meal Periods

Meals should be taken at the time agreed upon between you and your supervisor. Lunch may not be worked through to allow an earlier quitting time without prior consultation with, and consent of, your supervisor. The HCC lunch period is a maximum of 60 minutes. Consult with your supervisor about lunch breaks.

Notification of Absence from Work

Call your supervisor in the first 30 minutes of your work day and tell him or her if you are going to be absent from work for any reason.

If your position is one which requires an immediate replacement (such as security), your supervisor may require that you call him/her as soon as you know you will be absent.

Leave Form

Except in emergency situations and sudden illness, all leave must be approved in advance. Use the HCC Application for Leave form, which can be found online via the following path: HCC web page > Faculty & Staff > HR Forms (under Human Resources) > Leave Benefits. In case of emergency or sudden illness, complete the form as soon as you return to work.

Get Connected!

<u>HCC Email</u>	HCC uses Microsoft Exchange (Outlook) for e-mail, which can also be accessed from the Internet. New employees are assigned an email account when they report to work. Employees should reserve their HCC email for business use.
<u>Phone & Voicemail</u>	<p>Talk to your supervisor or department secretary for phone and voicemail setup. The HCC telephone directory is online, accessed from the Faculty & Staff home page.</p> <p>The HCC phone system runs on the Cisco VOIP platform. The Cisco IP Phone 7960G or 7940G is a full-feature telephone that provides voice communication over the same data network that your computer uses, allowing you to place and receive phone calls, put calls on hold, speed dial numbers, transfer calls, make conference calls, and so on.</p> <p>In addition to basic call-handling features, your phone supports specialized or advanced telephony features that can extend and customize your call-handling capabilities. Voicemail can be received, and listened via email. To make long distance phone calls, an authorization code is required. This code must be requested from your supervisor.</p>
<u>Library Services</u>	<p>The HCC Libraries are dedicated to serving faculty, staff and students alike. Offering a variety of services, a library can be found at every college.</p> <p>Your HCC ID badge will serve as your library card! The top barcode and numeric code on the back of your badge will allow you to log into the library databases, as well as check out materials at libraries across the college.</p> <p>Under a statewide program called TexShare, current employees and students can receive a TexShare card allowing access onsite materials from any TexShare participating academic or public library in the state. Local participating libraries include the University of Houston and Texas Southern University. Bring a current HCC library card, and apply in person at any HCC library to receive a TexShare card.</p>
<u>Smart Financial Credit Union</u>	Smart Financial Credit Union is open for membership to all HCC employees. The major offices of the Smart Financial Credit Union are located at: 4605 SW Freeway at Newcastle; 520 FM 1960 E. at Imperial Valley; and 4365 Kingwood Drive at Lake Houston Parkway. The main number is (713) 850-1600.
<u>HCC Course Fee Waiver</u>	<p>Part-time faculty, counselors and librarians are eligible for a fee waiver when taking HCC credit courses. Before registering, an Employee Waiver Form W007 must be completed and signed by the employee and his/her immediate supervisor. Certain continuing education courses offered at HCC may also qualify for a fee waiver. Check with the department offering the course for more information.</p> <p>More information and the Employee Waiver may be found online via the following path: HCC web page > Faculty & Staff > HR Forms > Training/Professional Development > HCC Employee Waiver.</p>
<u>Fitness Center</u>	The HCC Fitness Center is located on the Central College, 1300 Holman Street. Employee and family memberships are available. The college pays one-half of the fees. Currently under construction, check currently under construction, our new Fitness Center will be state-of-the-art facility. Call for details about the build out 713.718.6084.

Get Connected!

HCC Child Care Centers HCC operates a quality childcare facility at the Central College for children (aged 6 weeks to 5 years) of HCC faculty, staff, and students. Summer programs for school age children are also available.

The HCC Child Development Lab School is located at 3214 Austin, a block away from Central Campus. Hours of operation are Monday through Friday 7:00 a.m. to 5:30 p.m. Contact the facility for information on enrollment and space availability at 713-718-5437.

Campus/U.S. Mail HCC has an internal campus mail system that uses four-digit mailing codes. Inter-office mail should be placed in the designated pick-up area for your department.

Campus mail is the property of the HCC and no guarantee of confidentiality can be assumed. U.S. mail must be processed through the HCC Mail Center, located at the 3100 Main Building. U.S. mail requires a budget code, and specific address format. Further information regarding mail services may be viewed online via the following path: HCC web page > Faculty & Staff > Business Services (under Finance & Administration).

Employees should not receive personal mail, such as bills or magazines, at work.

University Copy Center The University Copy Center is the official copy center for HCC business. The full service print shop is located at the street level of the 3100 Main parking garage. Branch offices are located near several campuses. Pick-up and delivery services are available.

Supplies & Equipment Ask your supervisor or department secretary for general office supplies, such as pens, paper, stapler, etc. You may not order supplies directly from a store or vendor without first obtaining a purchase order number and following HCC purchasing guidelines.

Health Care Benefits Certain part-time **Adjunct Faculty** employees with for-credit teaching responsibilities only and who taught each fall and spring at HCC for three or more years may be eligible for participation in the GBP. However, no state or college contribution is made toward the cost of coverage.

Contact the Benefits Department at hrbenefits@hccs.edu or by phone 713-718-2255 for more information and enrollment forms.

Retirement HCC is exempt from Social Security withholding and provides an alternative plan with Teachers Insurance and Annuity Association, College Retirement Equities Fund (TIAA-CREF) in lieu of a 6.2% Social Security deduction.

Participation in this plan is mandatory as a condition of employment for all employees who do not qualify for or did not retire under TRS or ORP or do not qualify for Social Security withholding exemption due to student enrollment status.

The plan is qualified under Internal Revenue Code and requires a contribution of 7.5% of compensation. Participants direct their own investments for retirement among several options available to the plan at TIAA-CREF. Funds may be withdrawn only upon separation from the college.

Creating A Positive Work Environment

Sexual Harassment

Sexual harassment will not be tolerated at HCC. Questions and/or complaints about sexual harassment can be addressed by your supervisor, or the your HR Generalist assigned to your area, or through the formal complaint process.

American with Disabilities Act

HCC makes every effort to comply with the requirements of the American with Disabilities Act. Many special services are available for HCC students and employees who have a qualified disability.

Appropriate educational accommodations due to a verified disability are available for HCC students through HCC Disability Services staff.

Ombudsman

The Office of the Ombudsman provides an independent, neutral, informal, and confidential resource for HCC employees – faculty, staff, and administrators – to address workplace issues and concerns.

The Office of Ombudsman is independent of any existing administrative or academic structures and adheres to the Code of Ethics of the International Ombudsman Association. The HCC Ombudsman reports to the highest possible level within the organization, the Chancellor.

Whistleblowers

Workplace accommodations due to a verified disability are available for HCC employees through the EEO/Employee Relations Department. To initiate the process for obtaining workplace accommodations, contact your supervisor or your assigned HR Generalist.

HCC prohibits retaliation against any employee who reports violations of law, the District Code of Conduct, District Policies, or District Rules and Regulations. See Policy C: 3.2 for more information.

Grievance & Appeals

Good employee morale is essential to the growth and development of any organization. Therefore, when normal administrative procedures have been exhausted in regards to employee/supervisor problems that relate to wages, hours, or conditions of work, each HCC staff member has the right to initiate a formal complaint.

If you feel you have the need to lodge a formal complaint, first discuss the situation with your supervisor. If the problem is not resolved, a grievance may be filed. Additional information is available from your supervisor or from your assigned HR Generalist.

Discipline/Dismissal Policies

These policies apply to job performance issues that result in decisions to impose a disciplinary penalty of demotion, suspension without pay or dismissal. They do not apply to dismissal as a result of reorganization, funding sources not being realized, or reductions in staff.

Additional information on this policy can be found in the HCC Policy Manual, C: 9. For more information contact your supervisor or the HR Generalist assigned to your area.



Appendix

Department Checklist



Job Title (Print): _____ Start Date: _____

Supervisor: _____ Telephone: x8- _____

Department/Unit: _____ Location: _____ Mail Code: _____

Attendance:

- attendance policy
- work schedule/changes
- tardiness
- calling in (when/whom)
- meal periods
- inclement weather
- official college closure
- requests for time off
- exception time (forms)
- PS time reporting

Job Expectations:

- supervisor expectations
- workgroup standards
- training on day-to-day operations
- conflict of interest (accepting gifts, political, etc.)
- corrective discipline & appeals process

Equipment & Property Use:

- individual in charge of facility
- operation & maintenance
- ordering supplies
- photocopying (codes, machines, Copy Center)
- computer use, software, passwords
- telephone number & standards for voice mail/greetings
- policy for use of facilities, property, equipment, web & email
- fax
- long-distance calls
- mail (office & postal)

Safety & Security:

- keys & building/office access
- campus/office safety & security
- building hours & after-hours procedures
- evacuation plans & location of fire extinguishers
- hazardous materials/MSDS sheets (if applicable)
- first aid
- accidents & emergencies

Compensation:

- paydays and time off
- overtime/compensatory time for non-exempt employees

Helpful Publications:

- Faculty and/or Student Handbook
- HCC Catalog & Class Schedule

Professionalism:

- confidentiality
- customer service role & standards
- personal phone calls & visitors
- integrity & internal control policies
- commitment to mission, vision & values of the institution
- appropriate dress

Employee Training:

- Time & Labor (UTRAIN)
- Part-time Faculty Success Program/CIT (for adjunct)
- Library resources
- COPP for new secretary/support staff
- plan for further job specific training (PS Finance, SA, etc.)

Department Functions:

- supervisor's management style
- key contacts & referral numbers
- travel & mileage reimbursement
- who to contact when supervisor is not there
- work/organizational flowcharts, procedures & manuals
- how the employee fits into the department operation
- how the department fits into HCC
- policies/procedures

Facility & Co-workers:

- meet co-workers
- co-workers roles/responsibilities
- facility tour
- where to park
- standards of appearance for work area/desk
- HCC ID Badge
- HCC Parking Permit

Personal Concerns:

- break room facilities
- restroom locations
- smoking policy
- safeguarding personal belongings
- updating information in @Your Service (emergency contact)

Employee Self Service

Quick Reference Guide for @Your Service & UTRAIN



Logging Into @Your Service

- Open an Internet Browser (Internet Explorer)
- Go to the **HCC Homepage** (www.hccs.edu)
- Click on **Faculty and Staff > Employee Support > @Your Service > @Your Service Login**
- Enter your User ID & Password

❖ First Time Users

User ID – your HCC email address
(without the @hccs.edu)

Password - Enter your birthday in the MMDDYYYY format (ex.11251978 for November 25, 1978) and the last four digits of your Social Security Number to make a 12 digit code.

Ex. 112519781234

After successfully logging in, you will be prompted to change your password.



Training in UTRAIN

Supervisors: Training through UTRAIN is required for Manager Self Service for Time & Labor and PEP

Employees: Training through UTRAIN is required for Employee Self Service for PEP

Able to deliver self-running and interactive stimulations that outline specific job related operational tasks, UTRAIN is used for PS Human Resources (PEP and Time & Labor), Student Administration and Finance training for managers and employees.

- Open an Internet Browser (Internet Explorer required)
- Go to the **UTRAIN Homepage** (utrain.hccs.edu)
- Click on **Login**
- Enter your User ID & Password

❖ Example

User ID – ad\john.smith

(must include the ad\ prefix, then your email username without the @hccs.edu)

Password – myemailpassword

After successfully logging in, you will be prompted to select a training category:

- [Content/Player for PeopleSoft 8](#) is for Finance Administration training
- [Content/Player for PeopleSoft 8 \(HR\)](#) is for @Your Service training
- [Content/Player for PeopleSoft 9 \(SA\)](#) is for Student Administration training



Finding My Employee ID Number

Many official documents will require your EmplID

Employee Self Service > Payroll and Compensation > Employee Job Summary

Viewing Personal Information

Update your home address, personal telephone numbers, emergency contact information and non-HCC email addresses

Employee Self Service > Employee Home > Personal Information Home

Printing Parking Permit

Fill out the registration form with your vehicle information (license plate, make, model and year), and your driver's license number before printing.

Employee Self Service > Employee Home > Personal Information Home > Parking Permit

Viewing & Printing Paycheck

View a copy of your Paycheck

Employee Self Service > Employee Home > Payroll and Compensation Home > View Paycheck

Printing Your Pay Advice:

From the **Page Setup** menu, change the **Margin Settings** as follows:

Left – 0.5
Right – 0.5
Top – 0.75
Bottom – 1.25

Enroll in Training

Register for available training

Employee Self Service > Employee Home > Training and Development Home > Request Training Enrollment



Accessing HCC Email

Once your employment information is entered into @Your Service, your HCC email will be automatically generated. In most cases, the username is the employee's firstname dot lastname. Email can be accessed via Outlook or Webmail.

Username – firstname.lastname

Password – birthdate with slashes (MM/DD/YYYY)

Ex. 11/25/1978

HCC Homepage > Faculty and Staff > Employee Support > Webmail

**Remember to change the initial password to something more secure! Your account will have 300mb of storage space.*



NEED ASSISTANCE - CALL
HCC HELP DESK - 713.718.8800

Employee Self Service

Quick Reference Guide for Time & Labor



Using the Web Clock (Punching In)

Use the Web Clock to capture your punch time

Employee Self Service > Employee Home > Time Reporting Home > Web Clock



Reporting Time Off using Weekly Elapsed Time

Enter time off here such as sick leave, jury, etc.

Employee Self Service > Employee Home > Time Reporting Home > Report Weekly Elapsed Time



Viewing Exceptions (Errors)

Employee Self Service > Employee Home > Time Reporting Home > Time and Labor Launch Pad

An 'X' on any date means there is an exception (error) and your manager has to correct the problem before you can be paid for that time.



Web Clock Rounding Rules in Time & Labor

*Time You See
(Punch Time)*

*Time Used to Compute
Payable Time
(Server Rounded Time)*

8:00:00 - 8:07:29	8:00 Rounded
8:07:30 - 8:15:29	8:15 Rounded
8:15:30 - 8:22:29	8:15 Rounded
8:22:30 - 8:30:29	8:30 Rounded
8:30:30 - 8:37:29	8:30 Rounded
8:37:30 - 8:45:29	8:45 Rounded
8:45:30 - 8:52:29	8:45 Rounded
8:52:30 - 9:07:29	9:00 Rounded



Viewing Holiday Time

Holiday hours are NOT entered in Time and Labor but are created by the Time and Labor rules during the nightly Time Administration process. You can view holiday hours to be paid in Payable Time Detail and Summary.

Viewing Regular Time

For part-time exempt employees (adjunct faculty and some part-time positions) regular hours worked are not entered into Time and Labor because they are generated by the Time and Labor Rules during the nightly Time Administration Process. These hours can be viewed on Payable Time Detail and Payable Time Summary.



View Payable Time (Scheduled to Paid)

Payable Time Detail = Employee Self Service > Employee Home > Time Reporting Home > Payable Time Detail

Payable Time Summary = Employee Self Service > Employee Home > Time Reporting Home > Payable Time Summary

Payable Time Statuses

- NA** – Needs Approval (waiting on supervisor approval)
- AP** – Approved (approved by supervisor)
- CL** – Closed (loaded and paid by payroll)



NEED ASSISTANCE - CALL

TIME & LABOR HOTLINE
713.718.2212

FOR:
Password Reset Assistance
Payroll Questions
Time & Labor Questions