

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-110</b>
		<b>NEW HIRE</b>
<b>ISSUE DATE:</b> January 18, 2006	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> <u>Legacy Personnel Guides:</u> B 396 Processing / New Employee Procedures B 397 Processing / New Employee Forms Required B412 Processing / Current Employees / Forms Required	<b>CHANGES:</b> New	

## 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](#) 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](#) 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 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](#) for details.
- G. All medical benefit eligible employees are to receive a benefit packet. See HR Guide B-200 for details.
- H. New hire forms and the timeline allowed for completion are shown in Table P-110.
- 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	<a href="#">HR-1</a>	C525-11	First Day <sup>1</sup>	X	X	X
Personal Data Self-Disclosure	<a href="#">HR-2</a>	C921-1	First Day	X	X	X
Oath of Allegiance / Support	<a href="#">HR-3</a>	C288-11	First Day <sup>1</sup>	X	X	X
Report of Convictions	<a href="#">HR-4</a>	C274-11	First Day	X	X	X
Address and Warrant(s) Designation	<a href="#">HR-5</a>	C333-5	First Day <sup>1</sup>	X	X	X
Employee Withholding Certificate	<a href="#">W-4</a>	W-4	First Day <sup>1</sup>	X	X	X
Employment Eligibility Verification	<a href="#">I-9</a>	I-9	Within three (3) business days <sup>1</sup>	X	X	X
Tuberculosis Examination Compliance Certification	<a href="#">HR-11</a>		First Day <sup>1</sup>	X	X	
Transfer of Illness Leave Balance Request	<a href="#">HR-12</a>	C355-6	First Day	If Criteria Met	If Criteria Met	
Statement Concerning Your Employment in a Job Not Covered by Social Security	<a href="#">HR-13</a>	C347	First Day <sup>1</sup>	X <sup>4</sup>	Temporary Assignments Only	X
Medical Examination Certification	<a href="#">HR-21</a>	C618-5	First Day <sup>1</sup>	X		
Health Status Statement	<a href="#">HR-22</a>	C1112	First Day <sup>1</sup>		X	
Supplemental Information	<a href="#">HR-23</a>	C1074	First Day			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, remuneration ("paycheck") cannot be issued.

<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.

#### IV. ADDITIONAL SOURCES

##### CALIFORNIA EDUCATION CODE

##### **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 HUMAN RESOURCES GUIDES**

HR B-200 Medical Benefits

[HR P-101 Employee Information Certification](#)

[HR P-111 Fingerprints](#)

[HR R-000 General Policy on Recruitment, Selection, and Employment](#)

##### **LACCD FORMS**

[See Table P-110](#)

##### **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](#)

##### **SAP DOCUMENTATION**

[Organization Management](#)

[Personnel Administration](#)

##### **EMPLOYEE TIP SHEETS**

[Meeting Fingerprint Requirements](#)

[Meeting TB Exam Requirements](#)