



# Human Resources Informational Flyer #6

## Adjunct Faculty Employment Processing



### Questions and Answers

#### 1. How do I begin employment processing?

All newly-hired adjunct faculty *must* receive employment processing from Human Resources. Immediately upon being offered their first teaching assignment, all adjunct faculty (including emergency hires) are directed to contact their Human Resources Specialist to make an appointment for employment processing. For faculty with last names ending in A-G, contact your Human Resources Specialist at (916) 568-3119; faculty with last names ending in H-Pa, contact your Human Resources Specialist at (916) 568-3148; faculty with last names ending in Pb-Z, contact your Human Resources Specialist at (916) 568-3172.

#### 2. How long does it take for employment processing?

Faculty should allow a few hours as follows for employment processing:

- a) Human Resources Orientation: During employment processing, faculty will complete paperwork, receive an orientation, and participate in transcript verification. New faculty should bring appropriate documentation for employment authorization (example: California Driver's License and Social Security Card or call your HR Specialist to find out what documents are accepted) and are encouraged to arrive on time for their appointment. The importance of processing is that it allows for data input which means access to class rosters for the new faculty member.
- b) TB Skin Test: Two visits to the College Nurse are required for the TB skin test. Once the skin test has been read, the College Nurse will forward the appropriate paperwork to Human Resources. Faculty are encouraged to contact the College Nurse to make an appointment:

American River College:	(916) 484-8383
Cosumnes River College:	(916) 691-7584
Sacramento City College:	(916) 558-2367
Folsom Lake College:	(916) 608-6782

You are not required to have your test taken at one of our campus health centers. You have the option of seeing your own personal physician if you so choose. In addition, if you have recently received a TB clearance, you may send that clearance to us instead of taking the test again. If you have your TB test taken elsewhere, your clearance can be mailed to us using the address in the upper right hand corner of this letter, or through inter-campus mail.

Employees who have a positive skin test must take a chest x-ray. Chest x-rays can be taken through your own physician or at a District-designated health center. Please call Human Resources at (916) 568-3179 for further information. Los Rios will reimburse regular employees up to a maximum of \$20.00 for the chest x-ray after a receipt is submitted to Human Resources.

- c) Fingerprints: All new faculty (including emergency hires) are required to be fingerprinted. Fingerprint packets with directions and Livescan forms are available on each of the college campuses and from Human Resources. Fingerprints can be taken at one of the locations below. It is recommended that the new faculty member call ahead to their chosen location to confirm availability and hours of operation.
  - A Los Rios Police Department Livescan facility. Please call (916) 558-2221 for additional information and locations.
  - Any law enforcement agency (sheriff substation, police substation, etc.) that has Livescan capability.

- Various other locations as identified in the link below where Livescan services are available. Locations are listed by county and are available at:  
<http://ag.ca.gov/fingerprints/publications/contact.php>.

**3. Is a faculty member who holds a Ph.D. automatically paid at Class 5?**

According LRCFT contract sections 2.8.3.1.5.1 and 2.8.3.2.5.1, "Doctoral degrees must be earned in a field directly related to the initial assignment." Adjunct faculty are considered "initial" hires each semester.

- Employees possessing a Doctoral Degree (received from accredited colleges and universities in accordance with LRCFT 2.8.3) will be placed at Class V when teaching in the subject area. Teaching in a directly related subject area will result in placement at the same level (Class V).
- For employees who possess a Doctoral Degree (received from accredited colleges and universities in accordance with LRCFT 2.8.3) and teach in a subject not directly related to the Doctoral degree, their class placement will be determined according to the units above the Bachelor's or Master's degree (verified work experience will also be required of employees teaching in a vocational/technical subject).

*Questions regarding adjunct faculty employment processing should be directed to the  
Human Resources Specialists:*

*Last Names Ending A-G (916) 568-3119*

*Last Names Ending H-Pa (916) 568-3148*

*Last Names Ending Pb-Z (916) 568-3172*

*Or:*

*Human Resources Officer (916) 568-3165*