



Welcome from the Office of Human Resources!

New Hire Forms for Part-Time Faculty Becoming Full-Time Faculty (Instructors, Counselors, Librarians)

As a condition of employment, you are required to submit the following documents and information to the hiring administrator or respective hiring department in order to meet Board deadlines and confirm start date:

1. Tuberculosis Forms: Please complete forms and attach a copy of a current tuberculosis certificate, no older than four years *(to be completed if a current certificate is not on file.)*
2. Deferred Pay Form.
3. Initial Placement on the Faculty Schedule for New Contract or Temporary Leave Replacement Faculty.
 - Verification of Work Experience Form
4. Statement Concerning Your Employment in a Job Not Covered by Social Security. *(To be completed if it is not on file.)*
5. CALSTRS Retirement System Elections Form.
6. Request for Sick Leave Transfer Form.

INFORMATIONAL ITEMS: The following notices are being provided to you as mandated by State and/or Federal law. Please retain for reference:

- Board Policy 3430: Prohibition of Harassment
- Chabot-Las Positas Community College District 403(b) and 457(b) Plan Highlights
- Equal Opportunity Compliance Notice
- Employee Rights and Responsibilities Under Family and Medical Leave Act (FMLA)
- Health Reimbursement Arrangement (HRA)
- New Health Insurance Marketplace Coverage Options and Your Health Coverage
- Public Service Loan Forgiveness (PSLF) Program
- Workers' Compensation Information for New Hires
- CLPFA Membership Application Form

When the Office of Human Resources receives the completed hiring documents, they will process for Board of Trustees approval and confirm start date with hiring administrator.

If you have any questions, please contact the Office of Human Resources, [Kaitlyn Bowden](#), at (925) 485-5506.