



# Part-time Faculty

**Non-Master's Required**

## 2022-2023 New Hire Packet

Welcome to Peralta Community College District!

The Peralta Community College District (PCCD) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, and Laney and Merritt colleges in the East Bay.

The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs.

Peralta Community College District – HR  
333 E 8<sup>th</sup> St  
Oakland, CA 94606

# Table of Contents

New Academic Employee FAQs.....	1-2
Salary Placement Sheet.....	3-5
Salary Scale.....	6
Acceptable Documents for Salary Placement.....	7
Sample Employment Verification Letter.....	8
Holiday Schedule.....	9
Academic Calendar.....	10
FSA Information.....	11
HR Website.....	12
Collective Bargaining Agreement.....	13
HCM Employee Home Page & Self service Guide.....	14-21
CalSTRS Retirement Options.....	22
COVID Policy .....	23-24

# New Academic Employee FAQs

## Email and Access

### Employee ID Number

HR will email you your employee ID number within two (2) business days after your HR appointment.

### Email Access

Please contact [helpdesk@peralta.edu](mailto:helpdesk@peralta.edu) after you receive your employee ID number and include your name, campus location, and employee ID number for help with your email and online access.

### ID Badge

Please bring the completed [form](#) to the Security Office to get an employee ID Badge. Hours: Monday - Friday 8:30am-4:30pm. Location: 333 East Eighth Street Oakland, CA 94606

## Assignment Information/Work Schedule

### Start Date/Assignment Information/Work Schedule

Please contact your department Dean or Chair for information pertaining to your assignment start date, work schedule and workload.

## Payroll

### Update W4

Please visit the [Peralta Payroll Department](#) website for the W-4 form, complete it, and email it to your appropriate HR/payroll representative.

### Sign up for Direct Deposit

Please visit the [Peralta Payroll Department](#) website for the direct deposit form, attach a voided check, and email it to your appropriate HR/payroll representative.

### Mail Paycheck (non-direct deposit option)

Employees who chose not to enroll into direct deposit, your paychecks will be mailed to your address on file. Please ensure your address on file is the most updated.

### Paycheck Questions

Contact the [Payroll](#) department for any payroll/paycheck related questions.

## HR information

### Contact HR

Please visit the [HR directory](#) to find the appropriate contact that support your particular campus.

### Update Personal Information

# New Academic Employee FAQs

Log in to Human Capital Management and Campus Solutions and go to the [Employee Self Service](#) section to update your personal information OR visit this [link](#) to complete the form.

## Benefit Options

Contact the [Benefits](#) office by phone at (510) 466-7229 or by email at [benefits@peralta.edu](mailto:benefits@peralta.edu) within 30 days after your hire date for more information about benefits options.

## Retirement Options – CalSTRS

Contact CalSTRS by phone at (800) 228-5453 or use their [contact form](#) if you have questions related to the CalSTRS retirement options. You can also view the CalSTRS [Member Publications](#) section for guides on the retirement plans. Please visit their [website](#) for their contact information.

## Salary Scale Information

You can visit the [Salary Information](#) page in the [Human Resources](#) site to find the most updated salary scales.

## Salary Placement for New Faculty

Click [here](#) for a list of acceptable documents that count towards salary placement. Salary placement details will be discussed during the HR appointment.

## Campus/Department

Contact your department dean or chair for information on the items listed below:

- Parking permit
- Directory for campus contacts (who to contact at the campus and for what)
- Contact person for assignment information/schedule
- Keys
- Access to class roster
- Copy machine code
- Ordering materials for classes
- Submitting grade roster
- Access to Canvas
- Campus mailbox
- Any assignment/campus questions you might have

## Non-Master's Required Salary Placement – PT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts and employment verification by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active.

### Columns:

Initial column placement is based on the conditions in the following chart:

<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>	<b>E =</b>
Possession of an Associate degree plus six (6) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 15 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus seven (7) years of occupational experience	Possession of an Associate degree plus six (6) years of occupational experience plus 30 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus eight (8) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 45 units after the Associate degree.	Possession of a Bachelor's degree from an approved college or university plus the required two (2) years of occupational experience for the discipline.

Employees can submit any units taken after the completion of their AA during initial placement. Any units count as undergraduate, graduate, professional, extension courses, etc.

### Steps:

Initial step placement is based on the work verification letters that an employee submits. Work verification is required and can help place an employee in a higher hourly rate. Every step counts as one full-time year equivalent of work submitted, which means that employees can only move a whole steps (no half steps).

The maximum step placement for a new hire part-time faculty is step 7. Any work submitted beyond step 7 (6 years full-time equivalent) will count towards salary placement in a column beyond column A.

<b>Step 1</b> = 0 to less than one year of work submitted
<b>Step 2</b> = 1 year of full-time equivalent work submitted (FTE)
<b>Step 3</b> = 2 years FTE
<b>Step 4</b> = 3 years FTE
<b>Step 5</b> = 4 years FTE
<b>Step 6</b> = 5 years FTE
<b>Step 7</b> = 6 years FTE

## Non-Master's Required Salary Placement – PT Faculty

All work verification must be submitted by the 90 day deadline, and must be directly related to the employee's role at Peralta.

Employees receive a paycheck on the last business day of the month. Please see the Pay Schedule chart in the Salary Schedule sheet for PT faculty.

\*Lab rates are 80% of lecture rates.

\* All Part-time counseling, librarian, nursing, and mental health specialist assignments shall be equated at 0.58

\*All other Non-instructional assignment rates are 50%

---

### Column Movement after Initial Placement (after the 90 days deadline):

- Employees can advance to a different column after the 90 days deadline by submitting official sealed transcripts of graduate level courses, or
- By going through an approval process for undergraduate level courses and then submitting official sealed transcripts.

**Graduate level courses:** No requirements are necessary other than submitting official transcripts to the PCCD Human Resources Office. Employees should submit their official transcripts within the first four weeks of the Fall or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

**Undergraduate level courses:** Employees should make a list of courses that they wish to take and fill out the Faculty Request Courses for Salary Advancement sheet with that information. The request should be submitted to HR and will go through an approval process. You can contact the HR Office by email for more details.

A maximum of 20 undergraduate units can be counted towards salary advancement after the initial salary placement.

Employees should submit their official transcripts within the first four weeks of the Fall semester or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

To make salary adjustments, HR will verify the courses in the official transcript with the approved list of courses. Undergraduate courses that are not approved will not be counted.

### Step Movement after Initial Placement:

Part-time faculty will continue to move steps during their time at Peralta based on their workload. Employees can move steps after they have accrued a total of 30 equated hours.

\*New steps will only be effective during the Fall semester or Spring semester.

Please contact the Human Resources Office for more details.

## Part-Time Faculty: Meeting Minimum Qualifications and Salary Placement

Upon hire, all new hire part-time faculty are defaulted to column **A**, step **1** in salary placement. New hires are given a 90-day deadline from their initial hire date to submit official transcript(s) and employment verification(s) to HR. This information is utilized to verify minimum qualifications and to determine salary placement.

New hires are responsible for submitting these documents to HR in a timely manner. If a new hire submits these documents before or by their 90-day deadline, their final salary placement will be retroactive to their hire date. Though there is a 90-day deadline, it is strongly recommended these documents be submitted as soon as possible.

Once your documents are received and reviewed by HR, you will receive an email with your final salary placement, and it will be updated in the system. If there is a salary difference, payroll will process a retro paycheck for you for any salary difference between initial default salary placement column **A**, step **1** and your final salary placement.

*Please note* faculty payments are processed once a month. If there are any changes to an employee's salary placement, this change may not take effect until the next pay period – depending on the payroll department processing deadlines.

**Important Reminder:** Official transcript(s) and employment verification(s) new hires submit are utilized to verify minimum qualifications and to determine salary placement. If HR does not receive these documents by the 90-day deadline, new hires will be deemed not meeting minimum qualifications and will not be eligible to teach the following semester.



Peralta Community College District Peralta Federation of Teachers Part-time Faculty Hourly Salary Schedule (former Part-Time Without Other Full-time Employment of Any Kind) Effective January 1, 2023						
STEPS	COLUMNS					
		A	B	C	D	E
	1	69.65	75.00	80.35	85.80	91.16
	2	73.88	79.23	84.70	90.03	95.39
	3	78.24	83.58	88.92	94.18	99.59
	4	82.47	87.82	93.16	98.69	103.80
	5	86.73	92.06	97.52	102.72	107.91
	6	91.05	96.41	101.64	106.85	112.04
	7	95.32	100.56	105.77	110.96	116.27
	8	99.48	104.69	109.98	115.18	120.39
	9	103.70	108.89	114.10	119.31	124.49
	10	107.82	113.02	118.22	123.43	128.72
	11	112.02	117.21	122.37	127.65	132.85
	12	116.20	121.41	126.55	131.77	136.98
	13	120.40	125.61	130.72	135.84	141.15
	14	124.59	129.81	134.91	140.13	145.33
	15	128.78	133.99	139.11	144.30	149.51
	16	132.98	138.20	143.30	148.48	153.68
	17	137.19	142.39	147.50	152.68	157.86
	18	141.39	146.58	151.69	156.88	162.06
	19	145.57	150.78	155.89	161.08	166.25
	20	149.77	154.96	160.09	165.28	170.45
	21	153.96	159.17	164.28	169.46	174.65
	22	158.16	163.36	168.48	173.66	178.84
	23	162.35	167.56	172.67	177.85	183.04
	24	166.54	171.76	176.87	182.04	187.23
	25	170.75	175.96	181.05	186.25	191.43

Board Approved: September 27, 2022

**Note:** The above are lecture rates.

Pay schedule for part-time faculty: pay date is the last working day of the month.

Semester	# of checks	1 <sup>st</sup> pay date
Fall	5	End of August
Spring	5	End of January
Summer	1	End of July

Paychecks are not calculated by pay periods. Payroll calculates the entire dollar amount that you will make for the semester and divides it into the number of checks issued for that semester, thereby giving you equal payments each pay date. Exceptions to this are retroactive adjustments and other payments.



## Acceptable Documents for Salary Placement and Meeting Minimum Qualifications (initial 90-day deadline)

### TRANSCRIPTS

Employees must submit official transcripts to meet the minimum qualifications and/or for salary placement purposes.

#### HARD COPY - TRANSCRIPTS

Transcripts are official if they are in a sealed envelope. Employees or the institution may mail them directly to the HR office. Any opened transcripts **are not** considered official and will not be accepted.

#### E-TRANSCRIPTS

E-transcripts are official if the official website or the institution emailed them directly to HR. E-transcripts emailed from the employee **is not** considered official and will not be accepted.

### EMPLOYMENT VERIFICATION

Employment verification must be directly related to the employee's role at Peralta. They must be submitted by the 90-day deadline to meet minimum qualifications and to count towards salary placement. Please see [sample letter template](#).

Acceptable documents for employment verification:

- Employment verification letters from previous or current employer(s)
- Employment verification letters from an employer that is no longer in business
  - Anyone can write an employment verification letter, but it must be in the company's original letterhead OR
  - Employees can retrieve employment verification from a third party company (e.g. The Work Number)
- Employment verification letters for non-paid/intern/volunteer work
- Tax Forms:
  - Self-employment (includes private tutoring): Schedule C
  - Schedule K
  - Form 100S, 100-ES, or 1120S are acceptable as long as we are able to verify the business information.

### FOREIGN DEGREE – GENERAL EVALUATION

Employees must submit a foreign degree evaluated by a US qualified agency to meet minimum qualifications. Translation documents of a foreign degree **do not** count as official evaluations of a foreign degree.

Evaluations are official if they are in a sealed envelope. Any opened evaluation or PDF sent by the employee **is not** considered official and will not be accepted.

### FOREIGN DEGREE – COURSE-BY-COURSE EVALUATION

Employees have the option to submit a course-by-course evaluation with units of their foreign degree. A course-by-course evaluation is optional, but may help with salary placement at a higher column.

## **SAMPLE LETTER TEMPLATE**

This template is to be used as a guide for your previous employer(s) when they write your employment verification letter, this is **not** a form to be filled in.

Below is a list of required information that must be included in each letter. If any of the required information is missing, you will need to contact your previous employer(s) for revisions prior to submitting it to the Human Resources Office.

### **Required Information:**

1. The letter must be written on the employer's letterhead, which bears the employer's name, address, and phone number.
2. Employee's title (work must be directly related to Peralta assignment)
3. Dates worked
4. Full Time or Part Time
  - a. If part-time, indicate full-time equivalent load for part-time employment (e.g. 50% of full-time or 0.50 FTE)



To whom it may concern,

This will verify that (NAME) is/was employed as (JOB TITLE) beginning (MONTH, DAY, YEAR) and ending (MONTH, DAY, YEAR) on a (FULL-TIME/PART-TIME) basis. (If part-time, their employment consisted of (percent %) of full-time).

(Signature)

(Title)

(Firm)

(Date)



## 2022-2023 PCCD Holiday Schedule

Date of Observance	Day of the Week	Holiday
July 4, 2022	Monday	Independence Day
September 5, 2022	Monday	Labor Day
November 11, 2022	Friday	Veterans' Day
November 24, 2022	Thursday	Thanksgiving Day
November 25, 2022	Friday	Day after Thanksgiving
December 23, 2022	Friday	In lieu of Christmas Eve, Saturday, December 24
December 26, 2022	Monday	In lieu of Christmas Day, Sunday, December 25
December 27, 2022	Tuesday	Holiday Closure #1
December 28, 2022	Wednesday	Holiday Closure #2
December 29, 2022	Thursday	Holiday Closure #3
December 30, 2022	Friday	In lieu of New Year's Eve, Saturday, December 31
January 2, 2023	Monday	In lieu of New Year's Day, Sunday, January 1
January 16, 2023	Monday	Dr. Martin Luther King, Jr. Day
February 17, 2023	Friday	Lincoln's Birthday Day
February 20, 2023	Monday	President's Birthday
March 31, 2023	Friday	César Chávez Day
May 19, 2023	Friday	Malcolm X Birthday
May 29, 2023	Monday	Memorial Day
June 19, 2023	Monday	Juneteenth

*Any inaccuracies/typos are subject to change*

Spring Break 2023 (No instruction): March 27, 2023 - April 2, 2023

Approved by the Board on January 11, 2022

# Peralta Community College District

## 2022-2023 ACADEMIC CALENDAR

7/4 Independence Day (Observance) 7/21 6 wk Summer 2022 Class Schedule ends	July							<b>Key:</b>  <u>CRD = Census Roster Due online from Faculty</u> CF = College Flex (Prof.) Day DF = District Flex (Prof.) Day DN=Drop no payment: 2 wk before term start  FD = First Day of M-F Regular Session Classes FX = Final Exams GD = Grade Rosters/Rollbooks Due  GO= Grading Option,Last day to file Pass/no Pass  HO = Holiday HC = Holiday Closure L = Last Day of Semester	January							1/2 New Year's Day(Observance) No Instruction. 1/16 Martin Luther King, Jr. Holiday. 1/19-20 Prof. Days- No Instruction.
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa	
	3	HO	5	6	7	8	9		HO	HO	3	GD	5	6	7	
	10	11	12	13	14	15	16		8	DN	10	11	12	13	14	
	17	18	19	20	6W	22	23		15	HO	17	18	DF	CF	21	
8/18-19 Prof. Days- No Instruction	24	25	26	27	GD	29	30	22	FD	24	25	26	27	S/LA		
	31							29	30	31						
	August							February							2/17,20 Presidents' Days Holiday Saturday/Sunday - No Instruction.	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
		1	2	3	4	5	6					1	2	3		4
7	DN	9	10	11	12	13	*CRD/ LP/R/ WO	6	7	8	9	GO	11			
14	15	16	17	DF	CF	20	12	13	14	15	16	HO	HC			
9/5 Labor Day Holiday	21	FD	23	24	25	26	S	HC	HO	21	22	23	24	25		
	LA	29	30	31				26	27	28						
	September							March							3/14 Prof. day- no Instruction. 3/27-31 Spring Recess - No Instruction 3/31 Cesar Chavez Holiday	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1	2	3				1	2	3		4
4	*CRD/ HO/LP/ R/WO	6	7	8	GO	10	5	6	7	8	9	10	11			
11	12	13	14	15	16	17	12	13	CF	15	16	17	18			
10/19 Prof. Day- No Instruction	18	19	20	21	22	23	24	19	20	21	22	23	24	25		
	25	26	27	28	29	30		26	SB	SB	SB	SB	SB/HO			
	October							April							4/1-2 Spring Recess - No Instruction	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
							1							SB		
2	3	4	5	6	7	8	SB	3	4	5	SCN	7	8			
9	10	11	12	13	P	15	9	10	11	12	13	14	15			
11/11 Veterans' Day Holiday. 11/24-25 Thanksgiving Recess- No Instruction 11/26, 27 Saturday/Sunday- No Instruction	16	17	18	CF	20	21	22	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	23	24	25	26	27	WW	29		
	30	31						30								
	November							May							5/19 Malcolm X Holiday 5/29 Memorial Day Holiday	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
		1	2	SCN	4	5		1	2	3	4	5	6			
6	7	8	9	10	HO	12	7	8	9	10	11	12	13			
13	14	15	16	17	WW	19	14	15	16	17	18	HO	20			
12/23 Christmas Eve (Observance in lieu of Saturday), 12/26 Christmas Day (Observance in lieu of Sunday) Holiday 12/27-29 Holiday Closure, 12/30 new year's Eve (Observance in lieu of Saturday) 12/31 holiday closure	20	21	22	23	HO	HO	HC	FX	FX	FX	FX	FX	FX			
	HC	28	29	30				28	HO	30	31					
	December							June							6/19 6 wk Summer 2023 Class Schedule begins	
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1	2	3					1	2		3
4	5	6	7	8	9	10	GD	5	6	7	8	9	10			
FX	FX	FX	FX	FX	FX	FX/LS	11	12	13	14	15	16	17			
	18	19	20	21	22	HO	HC	18	6W	20	21	22	23	24		
	HC	HO	HC	HC	HC	HO	HC	25	26	27	28	29	30			
Fall Semester 2022								Spring Semester 2023:								
17.5 Weeks: 8/22-12/17/2022: 16 M, 17 T, 16 W, 16 R, 15 F, 16 Sa								17.5 Weeks: 1/23-5/27/2023: 16 M, 16 T, 17W, 17 R, 15 F, and 16 S								
80 Instructional days + 3 prof. days + 4 Saturdays (8/27, 9/3,10,17)= 87								81 Instructional days + 3 prof. days + 4 Saturdays (1/28, 2/4,2/11, 5/27)= 88								
Approved: _____								Approved: _____								
Shirley Shannon								Jennifer Shanoski								
07/22/2021								07/22/2021								

Fall Semester 2022

17.5 Weeks: 8/22-12/17/2022: 16 M, 17 T, 16 W, 16 R, 15 F, 16 Sa

80 Instructional days + 3 prof. days + 4 Saturdays (8/27, 9/3,10,17)= 87

Approved:

Siri Brown

07/22/2021

Siri Brown, VC Academic Affairs

Spring Semester 2023:

17.5 Weeks: 1/23-5/27/2023: 16 M, 16 T, 17W, 17 R, 15 F, and 16 S

81 Instructional days + 3 prof. days + 4 Saturdays (1/28, 2/4,2/11, 5/27)= 88

Approved:

Jennifer Shanoski

07/22/2021

Jennifer Shanoski, PFT President

# How To Add a New Discipline

## Full-Time Faculty Only: Faculty Service Area (FSA)

### What is a Faculty Service Area (FSA)?

In the Peralta Community College District, minimum qualifications (MQs) are the same for new hires and faculty FSA. FSA is used to record minimum qualifications for a discipline(s) for full-time faculty. FSAs include discipline area(s) in which faculty have seniority rights in the event of a reduction in force. Therefore, information on the FSA form will also be included in the Full-Time Seniority List.

The FSA form is a form that must be completed by the faculty member and their Dean, VP or President of their campus department. It is the faculty member's responsibility to submit proof of meeting minimum qualifications (e.g. official transcripts) of the discipline(s) listed on the FSA form.

### Whom does the FSA form apply to?

The FSA form only applies to full-time faculty. FSA form does **not** apply to part-time faculty.

### Where can I find the FSA form?

Please visit this [link](#) or the Peralta HR website (<https://web.peralta.edu/hr/>) -> HR Documents & Forms -> Faculty Service Area Agreement Form to download the FSA form.

### ***Current full-time faculty must complete the following steps to update their FSA:***

- 1) Please contact the appropriate college administrator (Dean, VP, or President) of your campus.
- 2) A new FSA form must be completed and signed by faculty member and the appropriate college administrator.
- 3) By signing the form, the college administrator is acknowledging that they have reviewed supporting documentation and is confirming that the faculty member meets minimum qualifications (MQs) for the newly listed discipline(s).
- 4) The campus should submit the completed form directly to the appropriate HR Generalist for your campus.
- 5) HR will contact the faculty member to collect required documentation for HR records if they are not included with the FSA form or not previously submitted to the HR office.
- 6) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once HR receives all required documentation and completed FSA form. The updated FSA will also be included in the FT Seniority List.

## Current Part-Time Faculty

### ***Current part-time faculty must complete the following steps to add a new discipline(s) to their list:***

- 1) A college administrator (Dean/VP) should review supporting documents and confirm that the faculty member meets minimum qualifications (MQs) in the new discipline(s).
- 2) The campus is required to submit a new eFORM – [PTFacultyNewDiscipline](#) with new assignment associated to the new discipline.
- 3) HR will contact the faculty member to collect required documentation that were not previously submitted, once the eFORM is with the District HR office.
- 4) HR will add the new discipline(s) to the faculty member's discipline list in the HR system once all required documentation is submitted to HR.

The Human Resources Staff is primarily working remotely. Please send all communications, including employment verification requests, via email.

Click [Contact Us](#) for a list of staff email contact information. And please allow 3-5 business days for responses to employment verification requests.

 <b>Apply for Jobs</b> Apply for classified or academic positions.	 <b>Job Descriptions</b> Job descriptions for Management, Confidential, Local 39, and Local 1021.	 <b>Salary Information</b> Salary schedules for all Peralta employee positions.
 <b>FAQs</b> Find answers to frequently asked questions.	 <b>Forms and documents</b> Forms: Live Scan, Resignation, Reclassification, etc.	 <b>Leaves</b> Forms for requesting a medical leave of absence and LARs.
 <b>Resignation &amp; Retirement</b> Information about the resignation and retirement process.	 <b>Update Information</b> Information on how to make changes to your address, name, phone number, and email.	 <b>ePAF Guides</b> ePAF training guide and samples.
 <b>Procedures</b> Management Hiring, HR Operating Procedures, Classification and Re-classification studies, and Employment Verification.	 <b>Training</b> View training materials and handouts from previous HR, Employee Relations, and Benefits training sessions.	 <b>Calendars</b> Find the most current holiday and academic calendars.

## Updates

Menu
<b>Human Resources Home</b>
Contact Us
Academic and Holiday Calendars
Careers
New Hire Process
Job Descriptions
Titles & Pay Ranges
Student Employment
Academic Employee Documents
FAQs
PCCD Organizational Charts
ePAF Guides
Documents and Forms
Resignation & Retirement
Update Information
Minimum Wage Notices
Board Meetings
Training
Leaves
Employee & Labor Relations
Collective Bargaining Agreements
Procedures
COVID-19 Contact Tracers





**Peralta Community  
College District**

STUDENTS ▾ FACULTY & STAFF ▾ COMMUNITY & DISTRICT ▾



# Collective Bargaining Agreements and Forms

## Collective Bargaining Agreements

The purpose of the Collective Bargaining Agreements with the Peralta Community College District is to mutually establish the terms and conditions of employment and the rights of the parties to these agreements.

### PERALTA COLLECTIVE BARGAINING AGREEMENTS

**Peralta Federation of Teachers Contracts:**

- [Peralta Federation of Teachers Contract 2016 – 2019](#)
- [Peralta Federation of Teachers Appendix 2016 – 2019](#)

*PFT Contract Related Documents*

- [Stipends for Faculty serving on Faculty Hiring Committees](#)
- [Tentative Agreement Between PCCD and PFT](#)
- [Tentative Agreement with PFT March 2012](#)
- [Faculty Evaluation Policies and Procedures Handbook – revised July 2017](#)

**SEIU Local 1021 Contracts**

- [SEIU Local 1021 – PCCD 2015-2018 Contract](#)
- [SEIU Local 1021 – PCCD 2011-2012 Contract](#)
- [SEIU Local 1021 Hourly Contract](#)

*SEIU Local 1021 Contract Related Documents*

- [SEIU Local 1021 Contract 2015-2018](#)
- [SEIU Local 1021 Contract 2011-2012](#)
- [SEIU Local 1021 Hourly Contract](#)

### Menu

- [Human Resources Home](#)
- [Contact Us](#)
- [Academic and Holiday Calendars](#)
- [Careers](#)
- [New Hire Process](#)
- [Job Descriptions](#)
- [Titles & Pay Ranges](#)
- [Student Employment](#)
- [Academic Employee Documents](#)
- [FAQs](#)
- [PCCD Organizational Charts](#)
- [ePAF Guides](#)





## HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

1. Go to the website for 9.2 Human Capital Management

**<https://hcm.peralta.edu>**

2. Enter User ID and Password  
(typically the same as network login ID, first initial of first name followed by full last name)

https://hcm.peralta.edu/

Apps YouTube Maps Home | Peralta Coll... Peralta HR/SA 9.0 N... Oracle PSOFT 9.2 U...


Peralta Human Capital Management (HCM) System

User ID  
FNAMEINITIAL+LASTNAME

Password  
\*\*\*\*\*

Sign In

Forgot Password

3. Click on the dropdown arrow  from top of the PeopleSoft page and choose the “Employee Self Service” option to view “Employee Self Service” Home page with the **tiles** as shown below.

4. Then, click on “Payroll” tile to view Paycheck and W2 PDF files.

Employee Self Service

Payroll

Personal Details

Benefit Details

Last Pay Date 12/23/2020



## HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

4.1 Click on “Paycheck” tile to view list of paychecks.



4.2 List of paychecks will appear as shown below.

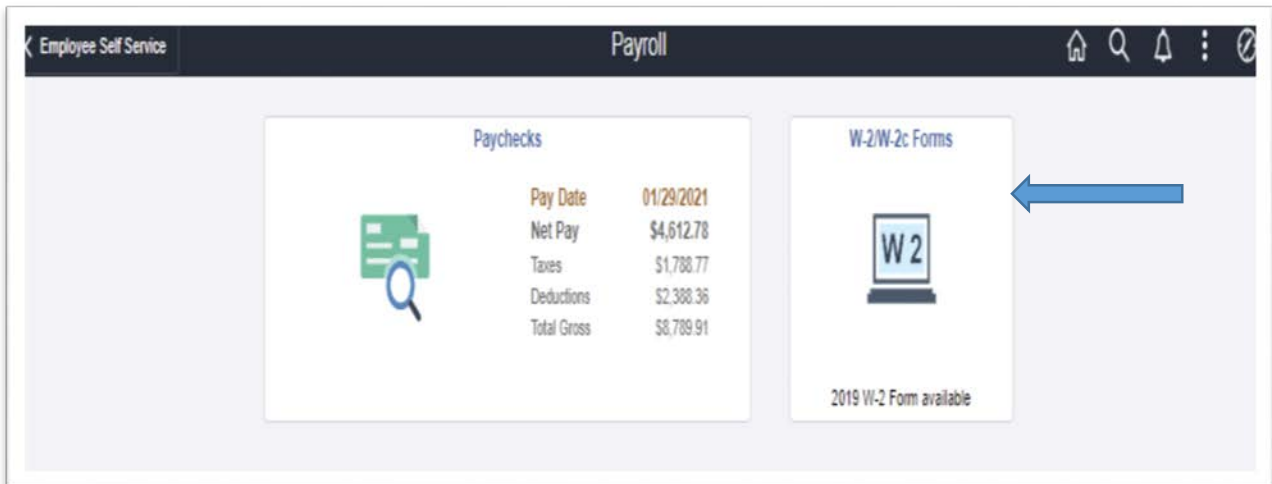
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
12/23/2020	Peralta Community College Dist	12/01/2020 12/31/2020		346190 >
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344314 >
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344313 >
10/30/2020	Peralta Community College Dist	10/01/2020 10/31/2020		341990 >
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020		339930 >



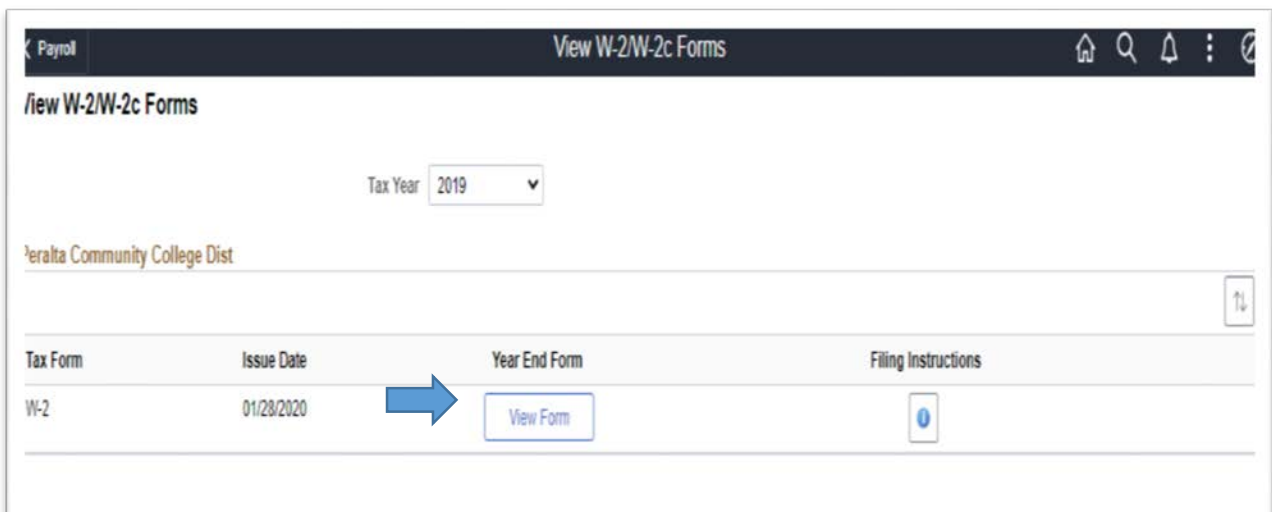


## HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

4.5 To view Self Service W-2 PDF, click W-2/W-2C Forms tile as shown below.



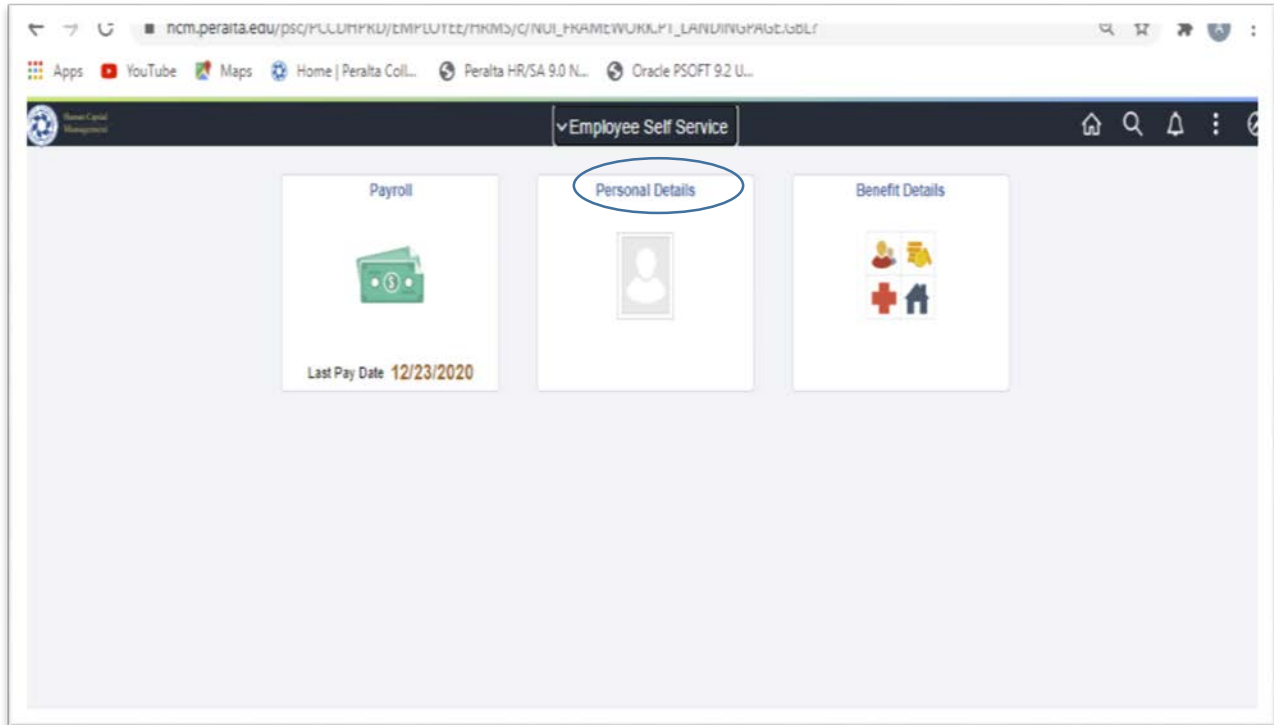
4.6 Click “View Form” link as shown below to view W-2 PDF.



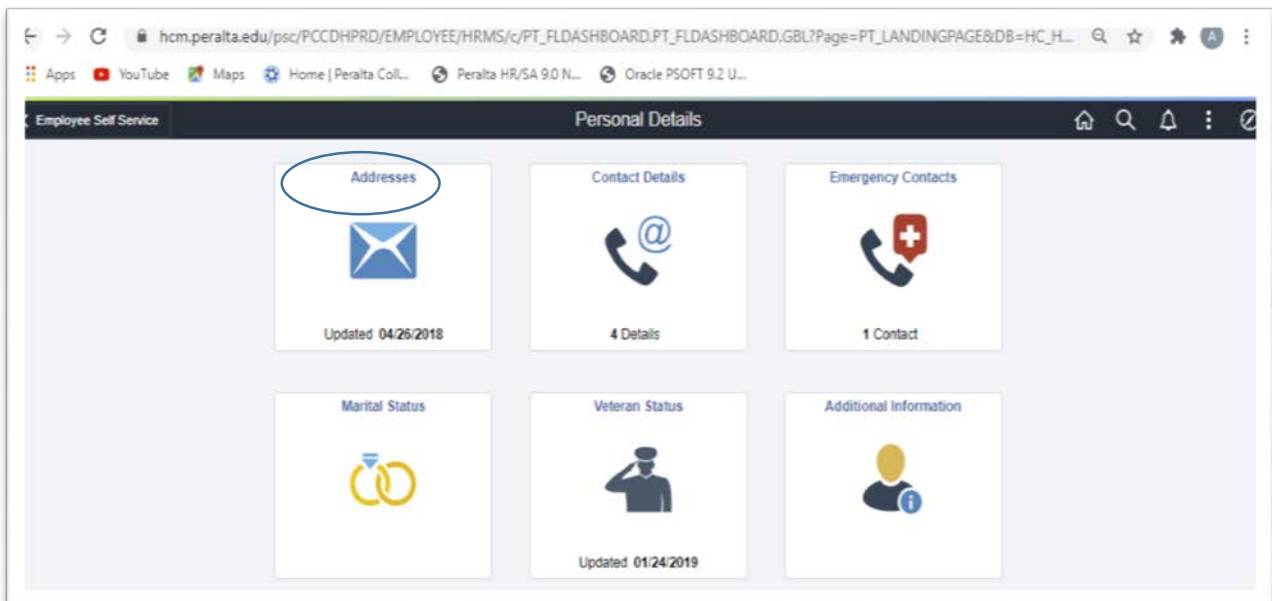


## HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

5.1 Click on “Personal Details” tile to view Personal details like Addresses and Contact details.



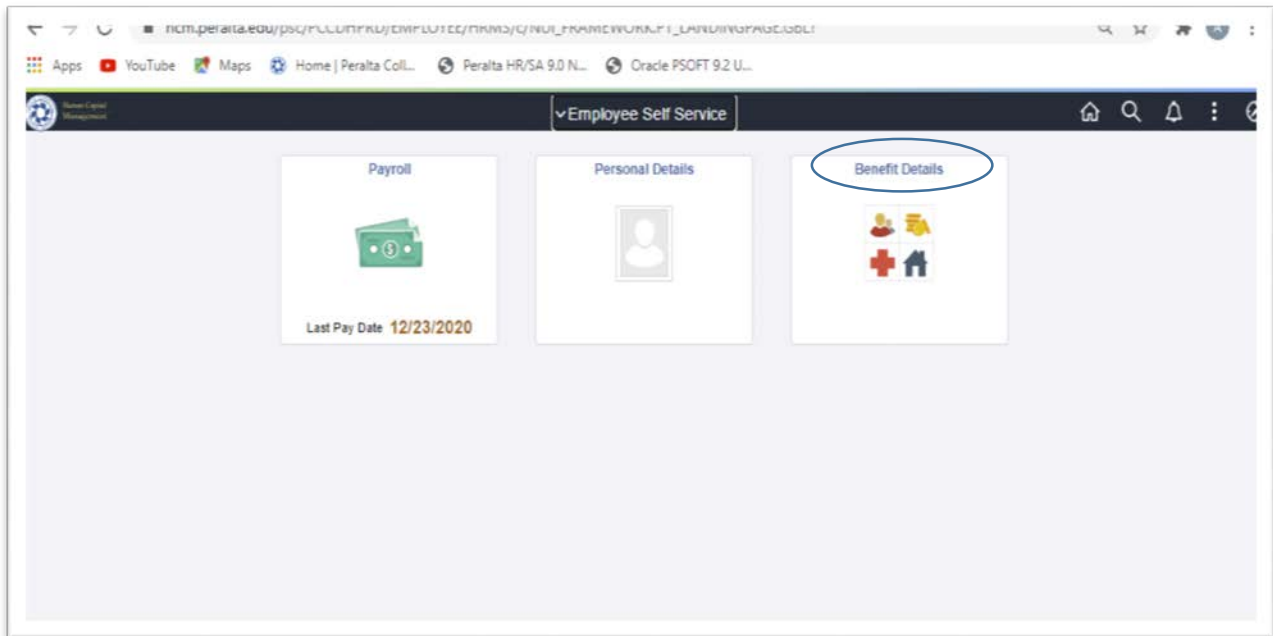
5.2 Click on “Personal Details” tile to view Personal details like Addresses and Contact details.





## HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

6.1 Click on “Benefit Details” tile to view Benefit details.



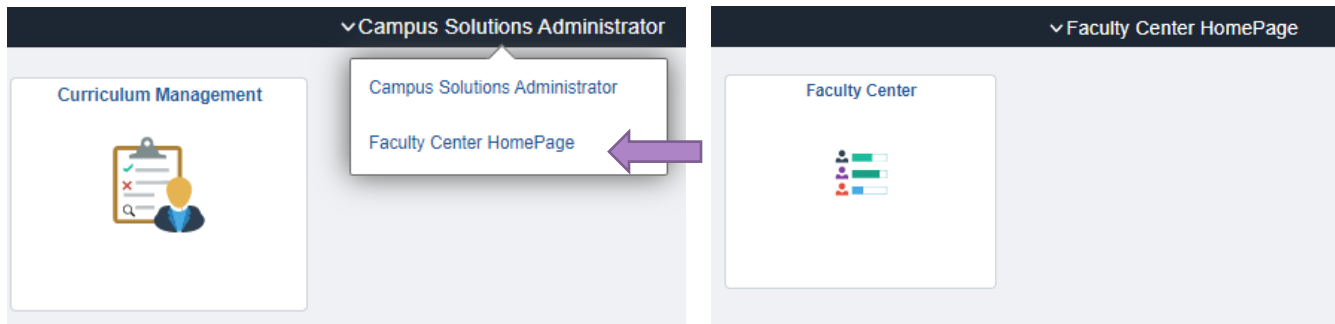
6.2 Click on “Benefit Details” tile to view Benefits Summary.



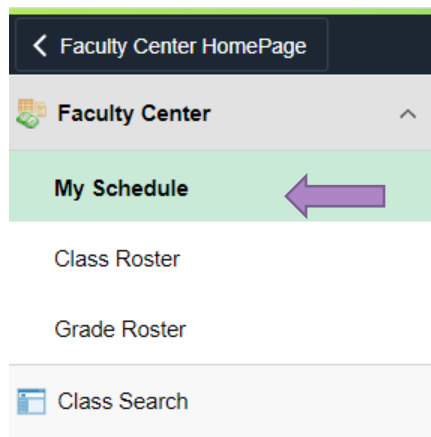
## How to View Pay Details for Term Assignment

Log into **Campus Solution (CS)** <https://sa.peralta.edu> to view **Pay Detail** . Select **Faculty Center Home Page** to open **Faculty Center** tile.

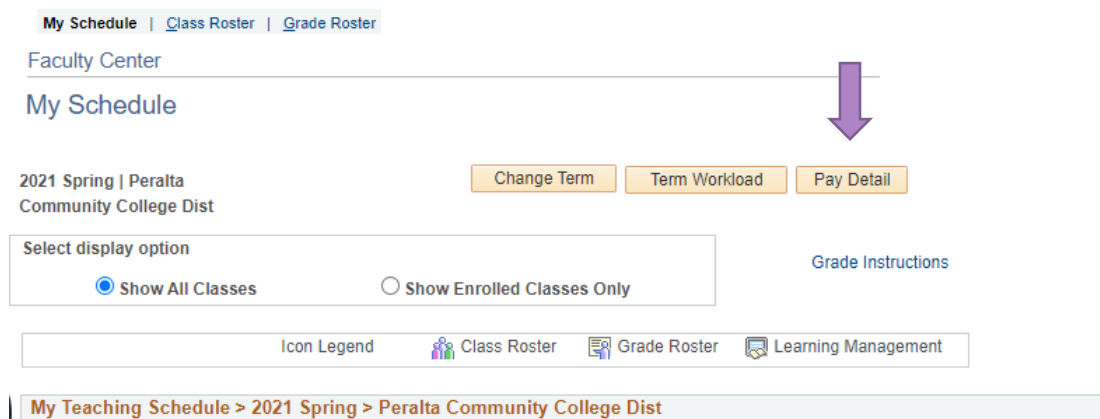
*(System will default to **Campus Solutions Administrator**. You will need to select drop down arrow and select **Faculty Center Home Page**)*



1. Open the **Faculty Center** tile, then select **My Schedule**



2. Then **Faculty Center** with **My Schedule** will open where you can select **Pay Detail**





## How to View Pay Details for Term Assignment

### 3. Term Assignment Pay Detail will open.

- To view other classes, click the forwarding arrow to see other pages or
- To view all, click **View All**
- If you want to know how Pay is calculated, click **How is Pay Calculated** link

[Faculty Center](#)

Term Assignment Pay Detail

Empl ID:

Term 1213

Name

[How is Pay Calculated](#)

Details

Q

1 of 3

▶

▶▶

View All

Class Information

Class Nbr:

Section: L1

Subject ESOL

Catalog Nbr 261A

Assignment Information

Start Date 06/14/2021

Total no of Payments 1

Assignment Type ELC

End Date 07/22/2021

Pay Periods Past 1

Combination Code 501555-13513493086-000000

Cancel Date

Pay Periods Future 0

Campus

Total Term Payment

Weekly Workload Hours 4.00

Hourly Rate

Combined Class Count 3

Weekly Equated Hours 4.000

Load Factor 1.000

Total Term Payment

Payment Due and Over/Under Payments

Normal Monthly Payment

Total should have been paid To 1778.860

Total Actually Paid To Date 1778.860

Total Remaining payment forTerm 0.000

Under Payment this Term 0.000

Under Payment Prior Term 0.000

Total Over Payment 0.000

Offset to over pmt this month 0.000

Uncollected Over Payment Carried Forward 0.000

Payment due this month 0.000

Referred for Collection Amount 0.000

1-1 of 1

	Pay Group	MONTH	Est / Act	Earnings Code	Amount
1	EXS	Jul	A	PES	

\*If you still need assistance, please call Peralta Helpdesk (510) 587-7800 or email at [helpdesk@peralta.edu](mailto:helpdesk@peralta.edu)

# CalSTRS Retirement Options 2022-2023

All part-time faculty members at Peralta are required to enroll in one of two retirement options.

*Vested means employees are entitled to 100% of their and the employer's contributions when they leave a CalSTRS covered position.*

## **OPTION 1** **Cash Balance**

Immediate vesting  
Employee contributes 4%  
Peralta contributes 4%

## **OPTION 2** **Permissive Membership**

**(Defined Benefit - DB)**  
5 years of full-time equivalent work to become  
fully vested with CalSTRS.

\*See below for specific contribution rates

**OR,**

Start with the Cash Balance plan and then move to the Defined Benefit plan anytime thereafter. However, once you choose Defined Benefit, you will not be able to switch back to Cash Balance.

If you are already in the Defined Benefit plan with another employer elsewhere, you must select the Defined Benefit plan with Peralta.

Please contact [CalSTRS](#) regarding your future consolidation plan.

### **Permissive Membership (Defined Benefit) Rates**

For people who enrolled *prior* to January 1, 2013, and were covered by a different retirement plan at the time of enrollment:

- Employee contributes 10.25%
- Peralta contributes 16.92%

For people who enrolled *after* January 1, 2013, or who have never enrolled into CalSTRS:

- Employee contributes 10.205%
- Peralta contributes 16.92%

Contribution rates are subject to change by fiscal year.



**(800) 228-5453**



**Email CalSTRS [here](#).**



July 30, 2021

Dear Peralta Community,

Our campuses have been officially closed (with some exceptions) since March 2020 in order to help prevent the spread of COVID-19. While we are excited about the prospect of opening the campuses for in-person instruction and vibrant campus activities, caution and diligence are still needed to help keep our community safe and healthy.

As I mentioned at the June 22<sup>nd</sup> Board of Trustees meeting, we are taking a phased approach to our return to campus. The health and safety of students and employees has been and remains our top priority. The Board of Trustees has endorsed the following policy:

**Peralta Community College District Board Policy**  
**COVID-19 Vaccination Requirement**

**Policy Statement:**

As a condition of employment all existing and new Peralta Community College District (PCCD) faculty, classified employees, administrators, hourly employees (short-term temporary employees), contract employees, and student employees (henceforth referred to as “employee groups”), must provide proof of “full” COVID-19 vaccination (as defined by the U.S. Center for Disease Control) or submit a request for exception on medical, disability, religious grounds, or a deferral based on pregnancy. In addition, all non-COVID-19 vaccinated employee groups will be required to wear N95 Masks at all times while on PCCD controlled property; and must be tested weekly for COVID-19.

Effective August 2, 2021

**Historical Perspective**

Since the California economy reopened on June 15<sup>th</sup> the cases of COVID in Alameda County have [increased dramatically](#). On July 9, [an announcement was sent on behalf of the Alameda County Public Health Department](#) to warn about the spread of COVID, including the highly contagious Delta variant.

On July 26<sup>th</sup>, [Governor Newsom announced](#) that all state workers and workers in health care and high-risk congregate settings will be required to either show proof of full vaccination or be tested at least once per week. The new policy for state workers – which includes employees of the Peralta Community College District – will take effect August 2<sup>nd</sup>. Alameda County residents who are not yet vaccinated can [sign up for the vaccine here](#).

The campuses were officially closed through July 31 with exceptions for in-person labs, athletics conditioning, and other work activities deemed essential. With the end of the



## Peralta Community College District

summer session, we intend to **extend the general campus closure policy to August 22, 2021. Between July 31 to August 22**, along with the above exemptions, employees performing tasks that are deemed essential in support of the expanded in-person course offerings scheduled for the fall semester and/or maintenance and security personnel will be allowed on campus.

On August 23, we plan to change the language from “closed with exceptions” to “open with limits” while we safely and deliberately plan for a full return to campuses in January 2022.

“Open with limits” will look very much like “closed with exceptions” with employees and students required to check in before attending class, athletic training, or essential on-campus work. In other words, the campuses will be open but limited to critical staff necessary to provide support services, maintenance and safety personnel, faculty and students that have in-person labs and classes, as well as coaches and athletes participating in athletic activities.

### Next Steps

Throughout the Fall semester we will continue to refine our return to campus plans and the systems needed for safe operation like HVAC for air flow, drinking water and plumbing, etc. During the semester, we would like to offer limited in-person student services, but the start of this service is still to be determined while working with key stakeholders. As return to campus plans are solidified, they will be negotiated with each of the collective bargaining units and then communicated to the District community.

In the meantime, I again want to thank all of you for the amazing work you do to help our students succeed.

Visit <https://safe.peralta.edu/> for the latest information about the COVID-19 pandemic and Peralta Community College District. This policy as well as the associated administrative procedures can be found there.

Thank you, and stay well,

A handwritten signature in blue ink, appearing to read "JN", enclosed within a light blue circular outline.

JANNETT N JACKSON, PhD  
Interim Chancellor