**Welcome to Clackamas Community College ("CCC")!
We're so glad you're here!**

Getting Started...

1) **What does it mean to be a full time Classified employee?**
   - Full-time classified FLSA-nonexempt employees that are not represented and those who represented by the Association of Classified Employees.

2) **What new hire paperwork do I need to complete? How do I access it? When is it due?**
   - The College utilizes Onboard (https://login.neogov.com/?siteCode=ON) to aid new employees in the new hire process.
   - Be sure to visit Human Resources (HR), in Barlow Hall Room 204, with 2 forms of identification to complete the I-9 process within 3 days of your start date.
   - After your paperwork has been processed, your Onboard username will be updated to your staff email address. Your password will not be affected.
   - Onboard will email you regular reminders to complete your paperwork and required trainings.

3) **How do I get my CCC email?**
   - After your completed new hire paperwork has been processed by HR, you will receive an email, to your personal email account, from Information Technology Services (ITS) with instructions to setup your staff email account.

4) **What can you tell me about New Employee Orientation?**
   - New Employee Orientation is hosted quarterly and provides you with the opportunity to meet coworkers and college leaders and to learn more about college departments, events and policies.
   - You will receive a calendar invitation for New Employee Orientation via your staff email account. Please remember to RSVP when you receive the invitation.

5) **Where can I learn more about my benefits?**
   - Typically, benefits start on the 1st day of the month <u>after</u> you have completed your required trainings and policy reviews via Onboard. After completion, HR will invite you to a benefits orientation.
   - Medical, dental, and vision plan summaries and comparisons can be found on the HR webpage, along with additional benefit and compensation information: https://www.clackamas.edu/about-us/ccc-jobs/compensation-and-benefits
   - Classified employees, their spouse, domestic partner, and/or IRS dependent(s) are eligible for tuition waivers for CCC-sponsored classes. (Fees and other costs are not waived).

6) **How do I get my CCC employee identification card? When do I get it?**
   - Visit the Student Registration desk at your primary campus to get your ID card. Your card will include your employee ID number. Your ID card will also grant you building access and use of the multifunctional printers on campus to print, scan, copy, and fax.

*Some hyperlinks may not be available until your staff account and associated permissions have been established.

Getting Ahead…*

7) What do I need to know about probation?
- Classified employees serve a 6-month probation.
- Vacation and personal leave are not available to use during probation.

8) How and when do I get paid?
- Pay periods run from the 20th – 19th of each month, and pay day is the last workday of each month.
- Classified employees submit time cards via myClackamas by the 19th of each month.
- Copies of your pay stub are available via myClackamas > Employee Information > Pay Advice.
- Salary increases generally happen on July 1st of each year. Increases may include a cost of living adjustment and step movement. Increases happen in alignment with the salary schedule that is available on the HR webpage.
  https://www.clackamas.edu/about-us/ccc-jobs/compensation-and-benefits

9) What type of time off do I get at CCC?

Time off accrual for classified employees			
Type	**Accrual**	**Available when?**	**Limitation/Cap**
Vacation Leave	88 hours/year	After probation	184 hours
Sick Leave	8 hours/month	Upon hire	None
Personal Leave	32 hours/year (may be prorated)	After probation	32 hours/year

College observed holidays				
Month	**Holiday**		**Month**	**Holiday**
January	-New Year's Day -Martin Luther King Day		**September**	-Labor Day
February	-President's Day		**November**	-Veterans' Day -Thanksgiving -Friday after Thanksgiving
May	-Memorial Day		**December**	-Working day before or after Christmas -Christmas
July	**-Independence Day**			

- Summer Schedule is from the first week of summer term through Labor Day weekend. During Summer Schedule, the College shifts to a 4-day, 9-hour per day workweek (36 hours). The College is closed Fridays. Classified employees receive their regular pay during summer schedule.

10) How can I learn more about access to professional development opportunities and funds?
- Classified employees have access to professional development funds through Human Resources. More information can be found in the Classified Collective Bargaining Agreement here: https://www.clackamas.edu/about-us/ccc-jobs/employee-and-supervisor-information

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Getting Assistance…

The College has a "CCC Service Desk" system for:

- **Information Technology Services (ITS)**
  - ITS provides support for college phones, computers, and other electronic equipment.
  - ITS can also be reached via:
    - Phone – 503-594-3500
    - Location – Barlow Hall, Room 104
- **Human Resources (HR) and Payroll**
  - HR and Payroll provide support for employees regarding their benefits, compensation, and payroll.
  - HR and Payroll can also be reached via:
    - Phone – 503-594-3300
    - Location – Barlow Hall, Room 204
- **College Relations and Marketing (CRM)**
  - CRM assists with marketing materials, business cards, name badges, and website support.
  - CRM can also be reached via:
    - Phone – 503-594-3017
    - Location – Barlow Hall, Rooms 223-233
- **Facilities**
  - Facilities can assist with furniture needs and general repairs.
  - Facilities can also be reached via:
    - Phone – 503-594-6791
    - Location - Lewelling
- **Duplication**
  - Duplication offers a range of copy and bindery services for campus printing.
  - Duplication can also be reached via:
    - Phone – 503-594-6788
    - Location - Lewelling

To access the Service Desk visit support.clackamas.edu or click on this logo on your CCC computer's Desktop:
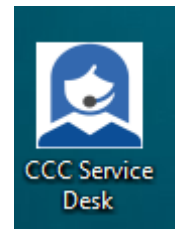
11) **How can I learn more about policies and processes at the College? What resources are available to me to learn more about the College?**
- You will be assigned several tasks in Onboard asking you to review important policies and procedure, as well as several employee trainings.
- Additional resources you may find helpful:
  - HR Information network drive - I:\HR Information
  - Board Policies - http://policy.osba.org/clackcc/
  - CCC's Vision, Mission, Core Themes and Strategic Initiatives - https://www.clackamas.edu/about-us/vision-initatives

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12) How will I know if the college is closed due to inclement weather?
- Rave (https://getrave.com/loginRedirect.action) will notify you via text message, phone call, and/or email that the College/campus will either have a late start or be closed.
- If the College closes for any part of a regular business day, employees are not expected to use their paid leave unless previously scheduled. If the College is open and the employee chooses not to attend due to hazardous conditions, then the employee will use vacation or personal leave.

*Getting Involved...**

13) What are "Cougar Fridays"?
- On Fridays, CCC employees wear Cougar attire. Stop by one of the bookstores to get some gear! https://www.clackamas.edu/campus-life/campuses-buildings-hours/bookstores

14) Where and how can I connect with organizations, events, and activities at my campus?
- CRM sends out weekly emails about events happening on campus.
- FYI Today, located on myClackamas, is also a great resource for events.

15) How do I find out more about Diversity, Equity and Inclusion (DEI) initiatives and Employee Resource Groups (ERGs) at CCC?
- You can learn more about the DEI Strategic Plan and ERGs by visiting https://www.clackamas.edu/about-us/vision-initatives/diversity-equity-and-inclusion

16) How can I learn about various CCC committees?
- A complete list of committees is available on myClackamas > Resources > Committee
- If you are interested in joining a committee, please talk with your supervisor.

17) How can I support Cougar Athletics?
- Wear Cougar gear on Fridays.
- Attend athletic events. View the full schedule at https://www.clackamas.edu/campus-life/athletics

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