Summer Schedule

Bakersfield College will be on a four day condensed summer schedule beginning Monday, May 14th and ending Friday, August 10th. Operating hours will be from 7:00 a.m. – 5:30 p.m. Monday - Thursday. Most offices will be closed on Fridays with the exception of Public Safety, Maintenance and Operations, and the Child Development Center.

Moving this Summer?
When you return you will need to update Human Resources: Send an email to Heather Barajas: Attach the General Person Update Form. Medical Insurance: Attach the SJSC Change Form to the email to HR. (Write Kaiser at the top of the form if insurance is with Kaiser).
Retirement: If you have a CalSTRS retirement account you will need to contact them at 800-228-5453 to update your address. If you have a CalPERS they will be notified by HR after the above steps are initiated.

Updating Forms
Feel free to stop by our office (A-19) to update your W-2, emergency contacts and/or beneficiaries.

Health Benefit Open Enrollment is Around the Corner
Open enrollment will be the end of August for faculty and in September for classified staff. This is the time you may change insurance plans. It’s also another reason for keeping your address up-to-date.

Expiring Agreements
Temporary Employment Agreements, Automobile and Volunteer Agreements all expire June 30, 2018. Renewal agreements are due before July 1, 2018.

Temporary Employment Agreements
Please make sure you are submitting the most current Temporary Employment Agreement when hiring a Professional Expert (PE), short-term, or substitute. Do not forget to include the Employment Authorization Form. Ensure that both documents are complete and is signed by the candidate before submitting to the President’s Office for signatures. To help expedite the hiring of your PE’s, please work with HR, by following up with your PE to check on their progress and encourage them to return their hiring documents as soon as possible.

Memorial Day Observance (May 28th)
Although this day is often a time for family/friend get-togethers, let’s take a moment to remember the importance of this day and honor the sacrifice of those who have served in Armed Forces and gave their life so that we may be free to live the life we choose.

We salute these fallen heroes and wish everyone a safe Memorial Day!
EMPLOYEE RECOGNITION

WELCOME ABOARD!

New Classified/Confidential/Management Employees

* Promoted

How to get Featured...

If you or a co-worker is new or have changed positions please send a picture along with the position information to Heather Barajas so you/they can be featured in our next newsletter!
EMPLOYEE RECOGNITION

WELCOME ABOARD!

New Classified/Confidential/Management Employees

NOT PICTURED

Alaniz, Juan  Public Safety Officer I
Anguiano, Cidny  Child Development Center Associate Teacher
Anguiano, Gorety  Child Development Center Associate Teacher
Ballard, Darrell *  Program Manager, Kinesiology/Athletics
Beldo, Ronald  Maintenance & Operations Technician
Benitez, Irma  Custodian I
Carrillo, Felipe  Custodian I
Gonzalez, Isabel  Public Safety Officer I
Gonzalez, Tanisha  Department Assistant III, A&R
Goode, Jared  Public Safety Officer I
Hernandez, Timothy *  Maintenance & Operations Technician / Skilled Craftworker
Hill, Kalina *  Program Manager, Testing & Placement (COF)
Ledbetter, Eddie *  Systems Support Specialist II
Mason, Timothy  Systems Support Specialist I
Mattheus, Jason *  Public Safety Officer II
Munoz, Mindy  Cal SOAP Site Supervisor
Prendez, Leah  Scheduling and Events Specialist
Rodriguez, Matthew *  Public Safety Officer II
Smith, Janice *  Assessment Assistant
Thomas, Luke  Public Safety Officer I
Willcut, Andrew  Grounds Maintenance Supervisor

* Promoted

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