YOUR SAFETY IS IMPORTANT TO US
Due to daylight savings time, it's getting dark sooner, we want to remind you that you may call Campus Security and request an escort. They are available 24/7. Please do not hesitate to contact them at 661-395-4554.

Electronic W-2 Tax Statement
If you would like to receive your W-2 Tax Statement electronically instead of receiving a paper statement through the mail, you must give your consent before December 31, 2017. See the Electronic Consent How-To for easy instructions.

Before Leaving Bakersfield College Employment
Upon the last working day before one’s employment ending, the employee should submit two forms to the Human Resources office: 1) Employee Separation Checkout Clearance and 2) Employee Exit Interview. These forms can be found on insideBC under Employee Forms.

Part-time/Student Worker Sick Leave Eligibility
- Part-time employee starts accruing sick time from day 1 of hire
- They accrue 1 hour of sick time for every 30 hours of employment
- They are not eligible to use accrued sick time until 90 days after hire date
- Per the law, they can use 3 sick days per year but only if they’ve accrued that much time first
- When claiming sick time they should not enter that time in Web-Time
- Make sure they complete the appropriate absence report: Temporary Hourly, Student and Professional Expert Employee absence report form

Support Staff Round Table Update
The campus support staff meet monthly to discuss campus/district policies and procedures. At October’s meeting, Automobile Agreements and DMV Records were discussed. In summary, Automobile Agreements are required from anyone driving their own vehicle or a rental for school business and should be sent to Lety Alvarez in Business Services. DMV driving records must be pulled for any employee driving a district vehicle and/or will be transporting students. These requests should be sent to Human Resources. For full meeting minutes please visit the Professional Development webpage.

Honoring Veterans
This month we encourage you to make a commitment, a commitment to get to know a veteran. Talk to one of your colleagues or a neighbor. Make a connection and think about how you can do something nice for them. Remember a simple handshake, along with a face-to-face “thank you”, means more than you know.

A special thank you to all of our BC Veterans!
We thank you from the bottom of our hearts for your service to our country!
EMPLOYEE RECOGNITION

WELCOME ABOARD!

New Classified/Confidential/Management Employees

Treana Adams
Department Assistant II

Baltazar, Stephanie *
Program Manager, Job Placement

Tonya Cook
CDC Food Assistant

Deniz, Guadalupe
CDC Teacher

Dolph, Brian
Program Technician

Jennifer Ferrer
CDC Teacher

Theodora Hare
Library Technician I

Wendy Lawson
Administrative Assistant

Alma Maria Livingston
Institutional research Analyst

Christina Martinez Gonzalez
Executive Secretary

Renee McMillion
Executive Secretary

Kevin Ott
Financial Aid Technician

Denise Rodriguez
Executive Secretary

D.J. Vanderwerff
Financial Aid Assist. Director

* 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!