Bakersfield College

Employee Orientation
Adjunct Faculty

Updated January 2017
KCCD Service Area
KCCD Service Area (Cont.)

- Kern Community College District (KCCD) serves communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono, and San Bernardino counties through the programs of Bakersfield College, Cerro Coso Community College and Porterville College.

- KCCD is geographically one of the largest community college districts in the United States, serving 28,900 students for Fall, 2015.

- In Fall, 2015, Bakersfield College had approximately 20,500 students enrolled.
Adjunct Agreement

The district office sends an email to all adjuncts with this information prior to the start of the semester:

**Agreement for Adjunct Employment**

It is agreed and understood that the services I provide for the Kern Community College District (KCCD) as a temporary employee are at will. Either party may end the temporary employment assignment at any time with or without cause or notice.

I understand that:

1. I must submit all required employment paperwork that includes, but is not limited to, required information for criminal background investigation and provide documentation stating freedom from tuberculosis *prior to employment*.
2. Employment is dependent on and following action by the Board of Trustees.
3. Classes may be cancelled for low enrollment or for other reasons.
4. I cannot accept more than sixty percent (67%) total load with KCCD.
5. I will submit attendance, grades, absences, and administrative reports by deadline.

6. I will participate in the process in which the enrolled students evaluate my class.

7. Whenever possible, I will attend and participate in College staff in-service meetings.

8. I will immediately notify KCCD Human Resources regarding special accommodations needed because of a disability.

9. If I, as a KCCD employee with a permanent assignment in another capacity, accept an adjunct temporary assignment, my obligation is to execute the adjunct responsibilities outside my regular assignment.

Services performed in a temporary capacity do not accrue any rights or privileges related to past or future employment as an adjunct faculty member. Such temporary services are not entitled to vacation accrual, health or welfare benefits, or any other employment-related leaves of absence (excluding Workers’ Compensation benefits as provided by law.) Sick leave is earned at the rate of one (1) hour for each seventeen (17) hours of assigned activity completed up to a maximum of fifteen (15) hours.

Services provided in a temporary capacity do not entitle any individual preference or guaranteed consideration for any open position at the Kern Community College District, now or in the future.
Payday

Payday is the 15th of every month or the closest working day

Adjuncts who are teaching a course will receive payment over the course dates (example: the course begins August 22nd and ends December 10th you will receive 4 equal payments beginning September and ending December)

You can have your check automatically deposited into your bank OR your paycheck will be mailed from our District Office in Bakersfield to your mailing address two (2) days prior to payday.
Injuries

- If you are injured at work, you must notify your supervisor immediately. Your supervisor will direct you to the appropriate person for reporting the injury.
- You will be required to complete an accident report.
- If you wish to seek medical treatment, you will need to complete additional papers. You will not be allowed to return to work unless the Physician has completed the necessary papers to release you.
- Bakersfield College promotes a safe and healthy work environment. If you notice a hazard, please report it to your supervisor or Maintenance and Operations.
Sick Leave

Sick Leave

1 hour for every 17 hours worked

Sick leave balances carry over each year.

*Note: Absences for sick leave of 3 days duration or more may require a note from your doctor.*

Regular sick leave for adjunct faculty shall be charged as follows:

- Sick leave is submitted hour for hour
Sick Leave

Reporting Absences

• All absences must be reported in a timely manner.
• The absence report must be signed by your supervisor.
• To access absence reporting forms go to the BC Website:
  • Inside BC
  • Login-User ID & password
  • Employee Tab
    More forms.......
    Adjunct Faculty
    Absence report
This deduction is mandatory once you become a member.

- 8.25% of monthly salary is deducted pre-tax from your paycheck and deposited into STRS.
- Eligibility for retirement is 60 or 62 depending on your date of enrollment years of age or older and at least 5 years of credited service.
- Monthly annuity is based on the years of credited service, and the highest average salary for the last three years prior to retirement.
- If you leave employment, you have the option of leaving your money on deposit with STRS if you are vested. If you are not vested, your deducted contribution will be reimbursed.
Bakersfield College
HR Contact Information

- Dena Rhoades, College HR Manager
  - (661)395-4850
  - drhoades@kccd.edu

- Lori Carlson, Interim HR Assistant (Adjunct Onboarding and Payroll Questions)
  - (661)395-4675
  - lcarlson@kccd.edu

- Anna Gonzalez, HR Technician (Recruitment)
  - (661)395-4066
  - annagonz@kccd.edu

- Diana Alcala, Interim Job Development Specialist (Student Employment)
  - (661)395-4452
  - dalcala@kccd.edu