

Notes from HR

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The following positions are open at Clark College:

*** Please continue to review the links below for additional opportunities and up to date information.*

ADMINISTRATIVE/EXEMPT POSITIONS (WITH CLOSING DATE):

- Advanced Registered Nurse Practitioner (Continuous)
- Dean of Basic Education, English, Communications and Humanities (Continuous)
- Student Success Retention Manager (September 30, 2013)

CLASSIFIED POSITIONS (WITH CLOSING DATE):

- Program Assistant – Financial Aid Office (September 20, 2013)

TEMPORARY POSITIONS (WITH CLOSING DATE):

- Part-time Custodian 1 (Continuous)
- Part-time Cisco CCNA Instructor (Continuous)
- Part-time Nursing Instructor – **pool** (Continuous)
- Part-time Computer Science and Engineering Instructor (Continuous)

- Part-time Student Technology Support Assistant (Open until filled)

INTERNAL

RECRUITMENTS:

<http://agency.governmentjobs.com/clarkcollege/default.cfm?promotionaljobs=1>

EXTERNAL

RECRUITMENTS:

<http://agency.governmentjobs.com/clarkcollege/default.cfm>

CLASSIFIED STAFF AWARDS

Congratulations to the following recipients of the Classified Staff Awards:

- **Gayle Lee** – 2013 Summer Quarter Classified Excellence Award Recipient
- **Joe Jenkins** – 2013 Annual Exceptional Classified Staff Award Recipient
- **Jennifer Wheeler** – 2013 Annual Exceptional Classified Staff Award Recipient

Thanks to the generous support of the Clark College Foundation, these recipients were recognized in front of their colleagues with certificates and cash awards.

We would also like to recognize the following nominees:

2013 Summer Quarter Classified Excellence Award Nomination:

- Maggie McKinney

2013 Annual Exceptional Classified Staff Award Nominations:

- Dani Bundy
- Grace Farmer
- Brendan Pust
- Sabra Sand

TRANSFER PROCEDURE FOR CLASSIFIED STAFF

Permanent classified employees who are interested in being considered for lateral transfer within the College, to a different position in the same classification in which they currently hold permanent status, or for voluntary demotion to a lower classification in which they formerly held permanent status, are encouraged to complete an "Application for Transfer, " which can be obtained from Personnel Services.

"Applications for Transfer" will be maintained on file in Personnel Services. When a classified staff position becomes available, the "Applications for Transfer" will be forwarded to the employing official for consideration.

Employing officials are encouraged to interview transfer applicants for vacant positions. Transfer applicants may be considered in addition to, or prior to, applicants from established eligible lists. If one of the transfer applicants is selected prior to advertising the establishment of a new eligibility list for the classification, or prior to certification of eligible from an established list, the employing official would not be required to interview other applicants.

"Applications for Transfer" may be filed at any time. If you have questions, please contact Katrina Golder, x2325.

MAXIMUM ANNUAL LEAVE ACCRUAL

HEPB rules limit the amount of vacation leave classified employees are allowed to accumulate. Once a year, on each employee's anniversary date*, Clark College's computer system checks leave balances and automatically eliminates any hours in excess of the 240 allowed under WAC 251-22-080. Classified

employees whose vacation balances (shown on paycheck stubs) exceed, or are approaching, 240 hours, should plan to use excess vacations hours by the 15th of the month in which their anniversary date occurs.

*Anniversary dates are determined as follows:

If hired between the 1st and 15th of the month: Anniversary date is the 1st of the month hired.

If hired between the 16th and 31st of the month: Anniversary date is the 1st of the following month.

For further information or assistance, contact **Pagean Pallamunter** in Personnel Services, x2119.

RETIREMENT/RESIGNATION EARLY NOTIFICATION STIPEND

To assure sufficient time for an effective search for a replacement, the College will provide a one-time stipend to faculty in probationary or tenured positions who provide notification to the College by October 1 prior to the calendar year of retirement or resignation. Probationary or tenured faculty who have at least ten (10) years of service (including temporary, special programs, probationary and tenured faculty appointments) as of their last date of employment, will receive a \$5,000 stipend; probationary or tenured faculty with less than ten (10) years of service as of their last date of employment will receive a \$3,000 stipend.

To qualify for this payment, the President must receive signed, written notification from the faculty member, including the last date of employment.

VOLUNTEER REGISTRATION – REMINDER

College Administrative Procedure 430.005 requires all volunteers to register and get a background check in advance with Human Resources, and to submit time sheets to Payroll at the end of each month in which volunteer services are provided.

Volunteer Authorization Forms are valid for one fiscal year at a time. Volunteers need to register with Human Resources before performing volunteer services.

Questions regarding volunteers may be directed to Heidi Bealer at x2105.

FACULTY/STAFF ADDRESS CHANGES

If you change your name, address or telephone number, please complete a **NAME/ADDRESS CHANGE FORM** online on ClarkNet. Human Resources will forward changes to the Health Care Authority, however, you must notify your medical-dental insurance carriers.

OVERTIME REGULATIONS

Under the provisions of the Fair Labor Standards Act, employers are required to compensate employees who are eligible for overtime for all work they are directed or permitted to perform, including hours worked beyond scheduled work hours; further, liability for compensation is incurred whether the employer knew or should have known that the employee was working.

College employees who are eligible for overtime compensation may not work beyond their regularly scheduled hours unless directed to do so or approved by their supervisors. Supervisors, in turn, are responsible for insuring that employees do not work beyond scheduled hours unless

specifically directed to do so. Simply put, employees who are eligible for overtime may not work beyond their scheduled hours, even on a voluntary basis, without receiving overtime pay or compensatory time off, at the employee's option.

Questions regarding overtime compensation or work hours may be directed to Human Resources, x2105.

Spring Quarter 2013 Classified Staff Excellence Award

Congratulations to **Tim Pliska**, the Spring Quarter 2013 Classified Staff Excellence Award recipient!

This award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and/or special achievements or contributions to the college community. Through the support of the Clark College Foundation, the award recipient receives a \$400 cash award.

Welcome, New Employees

Angie Corson was appointed to the position of Administrative Assistant 2 in the Nursing department effective August 6, 2013. Angie has a bachelor's degree from University of North Carolina. She has previous work experience at NC Medical Society Alliance and International Certification & Reciprocity Consortium.

Angela Ewing was appointed to the position of Fiscal Technician 3 in the Accounting Department effective August 12, 2013. Angela has previous work experience at King's Way Christian School and Frontier Communications.

Amber Kreier was appointed to the position of Custodian 1 in Facilities effective July 1, 2013. Amber has previous work experience at Clark College, Paul Cahill Autosales and ABM Janitorial Services.

Deanna Lacey was appointed to the position of Cashier Supervisor (Fiscal Technician Supervisor) in the Cashier's Office effective August 19, 2013. Deanna has a bachelor's degree from Concordia University. She has previous work experience at Clark College and Freightliner.

Jacqueline "Manda" Levie was appointed to the position of Secretary Senior in the Communications and Humanities Division of the BEECH unit effective July 22, 2013. Manda has a bachelor's degree from Portland State University. She has previous work experience at OHSU as an Administrative Assistant in Financial Aid and in the Registrar's office. She has previously held positions at Portland State and Oregon State universities.

Shelly Luciano was appointed to the position of Program Coordinator in the Nursing department effective August 5, 2013. Shelly has an associate degree from Clark College. She has previous work experience at Clark College, First

Independent Bank, Precision Exteriors/Child Truck Line and Pacifika Communications.

Deanne Millard was appointed to the position of Procurement and Supply Support Specialist in the Purchasing Department effective July 1, 2013. Deanne has a bachelor's degree from Pacific Lutheran University. She has previous work experience at the Children's Justice Center and Garfield Book Company.

Matthew Rygg was appointed to the position of Dean of Student Success and Retention effective August 28, 2013. Matt is currently in a doctoral program at Bowling Green State University and working in the office of the Vice President of Student Affairs. Prior to beginning his doctoral program, Matt served as Dean of Student Services at Multnomah University and Assistant Director of the Center for Civic Engagement at Washington State University. Matt has experience in behavior intervention teams, ADA compliance, teaching, program assessment, enrollment management, grant writing, retention, residence life, and service learning.

Mike Shingle was appointed to the position of Program Specialist 2 in the Advising department effective August 15, 2013. Mike has a master's degree from Oregon State University. He has previous work experience at Clark College and Oregon State University.

Dawn Stetler was appointed to the position of Secretary Lead in the Dental Hygiene department effective July 24, 2013. She has previous work experience at Cascade Dental Group, Erickson Family Dental and Lake Shore Athletic Club.

Jane Walster was appointed to the position of Director of International Programs effective September 3, 2013. Jane has bachelor's and master's degrees from University of Washington. She has previous work experience as assistant director in the Office of International Education at Portland Community College and has more than 20 years of international teaching,

recruiting, and administrative experience. Jane has 10 years of community college international administration experience, five years of experience overseeing student exchange and sponsored programs at the university level, seven years of directing intensive English language programs, and experience living, recruiting and teaching overseas.