



Greener than Ever

2009-10

# FALL HR NEWSLETTER

Human Resources • Mc Connell Center Suite 310 • Ext. 18254

## Parking Permits

**TICKETING  
BEGINS 9/21**

### CAMPUS SAFETY

251 E. 11th St  
Baxter Hall, Scripps

Open 24/7

A Pitzer parking permit is required to park on campus in any lot. Warning notices will be issued as reminders, but real **ticketing will begin on September 21.**

If you missed the on-campus visits of Campus Safety the first week of classes, you can stop by the Campus Safety

Office in person.

### Temporary Parking Permits

Contact the Human Resources Office if you need a temporary parking permit for a guest or for visitors for a special event.

### Carpool Permits

See the details regarding eligi-

bility and obtaining a carpool permit on the following page of this newsletter.

### Parking Regulations

The Claremont Colleges have developed parking and traffic regulations. If you would like a copy, please contact Human Resources.

## Special Parking on Campus

There are various parking spots marked for faculty and staff across the campus. However, certain spaces are identified as reserved for special purposes. If you park in these spaces without a permit you will be ticketed by Campus Safety.

### Types of Reserved Parking

**TRIP Carpool Parking** Permit for 09-10 from Human Resources required; for faculty and staff carpool drivers on qualifying days.

**Handicapped Parking** Permit from DMV required.

### **Special/Medical Parking**

A permit from the Facilities Office is required for employees with a short term disability that makes it difficult to walk (maximum of 3 months).

### **Visitor Parking**

Held for outside guests visiting our campus.

## Dining Hall

### Employee Prices

Breakfast \$4  
Lunch \$6  
Dinner \$8



## ATTENTION SUPERVISORS

All hires must submit payroll paperwork & present original legal documents to HR **BEFORE** they work.

## IMPORTANT HIRING INFORMATION

## Hiring Students and Temps

The student hourly rate for 09-10 is \$8.40. Supervisors of student employees must provide a safety orientation related to the position.

### For Staff Offices

Work-Study Pitzer Student: Send to the Financial Aid Office, Scott 125, ext. 73822.

Non-Work-Study Pitzer Student: fill out an **Authorization to Hire a Student** form. Send

the student with the form **before they begin working** to Maricela Rios in HR. Students not already on payroll must bring original, legal documents for mandated employment eligibility verification (e.g. driver's license & social security card, or US passport).

Hiring non-Pitzer students and other temps is the same process but requires the **Authorization to Hire a Temporary**

**Employee form.**

### For Faculty

**Before any student starts working for you,** please direct them to Sandy Hamilton in the Dean of Faculty's Office, Fletcher 208, ext. 79108. Once approved, they will be directed to HR to complete payroll paperwork. HR will notify you when the student is cleared for work.

## Authorization to Hire Forms

Please contact Maricela Rios for forms or assistance with hiring or payroll - ext. 18254.

# Transportation Reduction Incentive Program: TRIP

## Purpose and Compliance

TRIP is designed to encourage **carpools, walking, biking or using public transit** to get to work.

Our annual transportation survey in April 2009 showed **an average of 1.57 riders per vehicle**. The Air Quality Management District (AQMD) sets our minimum requirement at 1.5 persons per vehicle. This is the 15th year that Pitzer has passed. **We cut it close, so hopefully participation will increase in 2010.**

**Think Green • Act Green  
Commute Green**

## How to Participate

Regular faculty and staff who commute to campus by **walking, biking, carpooling or using public transit** are eligible for the program incentives.

To participate, ask HR for the monthly TRIP calendar form or find it online on the Sakai intranet. Return the form by the end of each month and we will process the award on to your next paycheck. Please note that only forms submitted no more than one month back will be accepted.



## Public Transit Reimbursement

Pitzer will **reimburse up to \$50 of a monthly bus or Metrolink pass** to individuals commuting to work by public transit if you use public transit at least three times per week.

For more information about public transportation resources, or area-wide carpools, call: **1-800-COMMUTE**

## Carpooling Resources

**New Carpools:** If you are a carpool driver, please register with Maricela Rios in the Human Resources Office. She will send you a permit for 2009-10 to place on your vehicle's dashboard so you can park in a TRIP reserved spot on carpool days.

**Carpool Matching:** HR can provide you with names of faculty or staff who live in or near your city. Carpool partners do not have to be employed at the same work site.

**Children:** AQMD will acknowledge carpools made up of employees dropping off children to school or child care centers as long as the shared ride is at least 50% of the trip.

## Program Incentives



**\$1.50 per day of participation**

- or -

**Lunch Tickets**  
(4 days = 1 ticket)



**First-Timers Double Benefit**  
(\$3.00/day)



**Monthly Prize Drawing**  
4 Premiere Movie Tickets  
(\$42 value)

Keep in mind that Campus Security will ticket drivers in reserved carpool parking spots with outdated or missing carpool

**Attention  
Carpool Drivers**  
Contact HR to receive your  
carpool permit for 09-10.

# Employee Benefits: Upcoming Events

The Claremont Colleges are currently finalizing the employee benefits offerings for 2010. HR will distribute information after final approval.

## Open Enrollment Dates

**Oct 26—Nov 16, 2009**

Please mark your calendar and look for your packet which will arrive to you by campus mail at the end of October.

Review your current selections to determine if you need to make changes. You can see your benefits by logging on to: [www.cuc.claremont.edu/benefits](http://www.cuc.claremont.edu/benefits). Your default pin is your birth MMY and you'll need your social security number.

## Benefits Fair

Meet with vendors to ask questions and gather informational materials.

**Oct 29 - 10am to 4pm  
Pomona, Smith Campus Center**

## Educational Sessions

These presentations will give you information on benefit plans and provide an opportunity to ask questions. Times to be announced.

**Oct 27 & Nov 6 (English)**  
CUC, Tranquada, Multipurpose Room

**Oct 28 (Spanish)**  
Pitzer, Founder's Room

# Policy Booklets for 09-10

For the first time, the policy booklet will be distributed **electronically** and available in Spanish. You'll receive a link by email to view the booklet on Sakai by October 1. Hard copies will be provided to employees without work email.

Please take some time to read the booklet to refresh or familiarize yourself with Pitzer's policies. Feel free to contact HR if you have questions.

## What You'll Find Inside

The policies and reports included will be: Asbestos Annual Report, Campus Safety Annual Report, Sexual Harassment, Drug-Free Workplace, Community Values, Non-Discrimination Statement, and Safety Guidelines.

Many policies are already available on the HR website, with more to be added soon.

## New This Year

Electronic  
and  
Spanish  
Versions

## Sexual Harassment Prevention

It's time to conduct our biennial sexual harassment prevention training. You will receive an email from HR with instructions on how to access the **online course**. Please contact HR if you do not receive your email or have questions.

### Deadlines

**Supervisors and Faculty: Oct 31, 2009**

**Non-Supervisors: Dec 31, 2009**

## Discount Tickets Now on Sale

The **CUC Card Center** is now expanding its services to all the faculty and staff members of The Claremont Colleges. They sell discounted tickets to local attractions, including the LA County Fair, amusement parks and more.



Visit them at the McAlister Center, located at the NE corner behind the Honnold/Mudd library. They are open 9am to 5pm, closed 11:30 to 12:30.

## Safety Communications

### Campus Safety Committee

This committee meets quarterly to discuss safety issues and current legislation affecting our campus. If you have a safety concern or suggestion, please contact the committee chair, Larry Burik, Director of Facilities, or Kiara Canjura, Interim Director of HR.

### Connect-Ed Emergency Communications System

Please make sure to update your cell phone and home phone number with HR if it should change. These numbers are used to send you messages through the College's emergency communications system.

## Staff Holidays for 2009-10

The days indicated below will be observed as staff holidays at Pitzer College.

### 2009

Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25
Days between Christmas and New Year's Day	Monday, December 28 through Thursday, December 31

### 2010

New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18
Cesar Chavez's Birthday	Friday, March 26
Memorial Day	Monday, May 31
Independence Day	Observed Monday, July 5

---

# Faculty & Staff Telephone Directory

## New Electronic Version

This year *The Claremont Colleges Faculty & Staff Telephone Directory* will be available electronically as a searchable PDF file. The directory will be on Sakai and available for download by mid-October. The faculty and staff directories for Pitzer continue to be available on the Pitzer website, and CUC has a searchable directory for all employees of The Claremont Colleges on their website at [www.cuc.claremont.edu/Phone/online\\_dir/](http://www.cuc.claremont.edu/Phone/online_dir/).



## Hard Copies

Hard copies will be provided for faculty and staff who ordered one with HR, as well as to employees without a work email. They will be distributed by mid-October.

---

## Welcome New Faculty & Staff!

---

The following employees joined the Pitzer community since June 1, 2009. Please help us welcome them!

**Ahmed Alwishah**, Assistant Professor of Philosophy

**Jazminne Bailey**, Records & Registration Specialist

**Heather Bixby**, Residence Director

**Fernando Calderon**, Graduate Admission Fellow

**Scott Crosby**, Cook

**Lauren Elan**, Residence Director

**Samantha Field**, Urban Fellow

**Boern Hockenull**, Cook

**Fuchun Jin**, Associate Professor of Economics

**Kelila Johnson**, Barista/Café Supervisor

**Azamat Junisbai**, Assistant Professor of Sociology

**Harmony O'Rourke**, Assistant Professor of History

**Katie Peterson**, Residence Director

**Rodrigo Rosales**, Food Service—Utility

**Adam Rosenzweig**, Interim Admission Counselor

**Scott Scoggins**, Urban Fellow

**Khimberli Scow**, Food Service—Utility

**KaMala Thomas**, Assistant Professor of Psychology

**Abigail Valdez**, Coffee Bar Attendant



---

Need Help? Contact us -- We're here to help.

**Human Resources**

**McConnell Center Suite 310 • Ext. 18254 • [hr@pitzer.edu](mailto:hr@pitzer.edu)**

Kiara Canjura, Interim Director for Human Resources

Jamshed Khan, Interim Assistant Director for Human Resources

Maricela Rios, Payroll and HR Assistant

---