

Winter 2024

Contingency Employee Newsletter



Dear Reader,

I am excited to launch our first Contingency newsletter, which is specially designed to provide you with information and updates. Every Fall and Winter semester, I will feature important information and reminders regarding your employment here at GRCC. We hope that you will find great value in it's content. Please be aware that **Human Resources** staff is here to support you. Feel free to stop by our office located on the Administration Building on the 1st floor or contact me at aramirez@grcc.edu if you need assistance.

- Angie Ramirez

Hourly Timesheet

Hourly timesheets should only be completed after the hours have been worked. This ensures that accurate timesheets are approved and submitted to payroll for processing. This reduces re-work for the employee, supervisor and payroll. **Hourly paybooks** can be found on our Payroll website.

Payroll Information

Payroll schedules can be found on our payroll website. If you have any questions, please email Hrpayroll@grcc.edu or connect with Becky Bailey at 234-4098 or Stacia Barczak at 234-4018 if you have any questions.



W2's

Electronic W-2's are now available to view in your **Online Center**, if you have given consent to receive them electronically. We strongly encourage you to take advantage of this method for 2024. Please follow the instructions found in the Online Center to give consent. Paper W-2's, for employees who have not given consent, were mailed on January 31, 2024. They are not available for pick up.

Record Numbers & Position Titles

Please make sure that you are using the correct record number and job titles on your timesheet especially if you have multiple jobs on campus. If you are not sure of your record number(s) or job title(s), please ask your supervisor or send me an email at aramirez@gbcc.edu to verify that information. This will ensure that you get paid the correct rate of pay.

Snow Days / Holidays

Contingent employees are not eligible for holiday or shut down pay. If a contingency employee is needed to work on a holiday or shut down day, the supervisor must contact the HR Coordinator of Adjunct Faculty and Contingency Employees for approval prior to working. Those who are in the Professional Services: Limited Benefit group may decide to use their Paid Time Off (PTO) bank for holiday or shut down day.



Professional Tutor Transcripts

If you are Professional Tutor and you have earned a new degree, request your official transcript to be sent to Angie Ramirez from the institution to update your rate of pay.



Employee Injury Procedures

Please review the **employee injury procedures** posted on the GRCC Website.

Procedures are to be followed in the case of an accident, injury, or illness to any employee (not employees through temporary services) that occurs while in the performance of duties for Grand Rapids Community College.

It is imperative that you report all work related injuries, regardless of severity, even if medical treatment is not necessary.

Essential Phone Numbers & Email Address

Human Resources

616-234-3972
HR@grcc.edu

ITHelp

616-234-4357
ITSupport@grcc.edu

GRCC Police

616-234-4010 (General)
616-234-4911 (Emergency)
Police@grcc.edu

GRCC Information Line

616-234-4000

Payroll Services

616-234-4098
616-234-4018
hrpayroll@grcc.edu

General Counsel

616-234-4953

Contingency and Adjunct Faculty Positions

Please be aware that employees may not work more than a total of 28 hours per week (56 hours biweekly) between their adjunct position and any additional contingency work. Below is a chart that will help you determine how many hours an employee with multiple positions (Adjunct and Contingency) may work in each position. If you have any questions, please contact Angie Ramirez at aramirez@grcc.edu.

# of Adjunct Hours Worked Per Week	x 2.25 (Contact hour multiplier)	# of Allowable Contingency Hours Per Week
1	2.25	25.75
2	4.5	23.5
3	6.75	21.25
4	9	19
5	11.25	16.75
6	13.5	14.5
7	15.75	12.25
8	18	10
9	20.25	7.75
10	22.5	5.5
11	24.75	3.25
12	27	1

Employee Assistance Program (EAP)

GRCC has contracted with Pine Rest Christian Mental Health Services to provide professional counseling services to full-time, part-time, contingency and adjunct employees, as well as their spouses and children living in their household. **EAPs** are intended to help employees deal with personal problems that might adversely impact their health and wellbeing. EAPs deal with a variety of issues such as substance problems, marital or family conflict, depression, anger management, anxiety and other emotional problems. All EAP consultations and referrals are confidential and the initial three visits are provided at no cost. You can access EAP services 7 days a week, 24 hours a day. The hotline number is 800-442-0809 or 616-455-6210.

RAVE

Emergency notifications are sent via RAVE alerts. Please ensure your contact information/preferences are up to date and learn more about this service by visiting the **Emergency Notification Service** webpage.

Compliance Trainings

All new employees are required to complete various compliance training that are required by law or campus policies. Details of assigned training are found on the **HR Compliance Training** document.

Personal Contact Information

Your personal information summary can be found when you log into the **Online Center**. Click on "GRCC Employee" and you'll see the option to click on "personal details". You are able to update your address and emergency contact information in the Online Center. If you have any trouble updating this information, please contact Nicole Dekker at nicoledekker2@grcc.edu.

Professional Development

Human Resources/Staff Development facilitates continuous improvement at GRCC by supporting professional development, promoting employee enrichment, and enhancing work-group effectiveness. We offer training sessions each year on a wide range of topics. We encourage ALL employees to participate in professional development. We hope to see you at an upcoming session! To view the current list of offerings, log into your **Online Center**.

Title IX

Title IX of the Education Amendments of 1972 requires that all entities in receipt of any federal funds or financial assistance must prohibit sex discrimination in their education programs and activities. Sexual harassment, sexual assault, domestic violence, dating violence and stalking are all forms of prohibited sex discrimination.

Title IX requirements apply to all aspects of education programs and activities at GRCC, including student admissions, financial assistance, access to academic offerings, and athletics. The law also applies to all aspects of GRCC's employment process, including hiring, tenure, compensation, and training.

GRCC is obligated to:

- Provide assurances that all education programs and activities are in compliance with Title IX.
- Designate an individual to oversee compliance efforts.
- Establish procedures to resolve student and employee Title IX complaints.
- Provide notification to students and employees that sex discrimination is prohibited within its programs.
- Ensure that all administrators, managers, deans, and program directors familiarize themselves with, and implement Title IX provisions.

AMERICANS WITH DISABILITIES ACT (ADA)

We are committed to providing appropriate accommodations for students and staff with disabilities in compliance with the **Americans with Disabilities Act** (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as state law. For more information, please visit the American with Disabilities Act webpage.

Nondiscrimination

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admission to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the Office of **General Counsel** located at Bostwick Office Suite- 143 Bostwick Ave NE, Grand Rapids, MI 49503-3295. Phone: 616-234-4953