

PART-TIME EMPLOYEE GETTING STARTED GUIDE



2023 - 2024

PART-TIME EMPLOYEE: Getting Started Guide

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^^ Full Onboarding SharePoint Site^^
(STLCC Access Required)

****Please note, the majority of the links in this document require STLCC username access that you will receive when you finish your onboarding paperwork.**



St. Louis Community College

Expanding Minds. Changing Lives.

WELCOME TO STLCC

Welcome to St. Louis Community College! During your first few weeks of employment, the human resources department's goal is to provide a successful transition to St. Louis Community College (STLCC). This guide will assist you in your new work environment. We will be checking in throughout your onboarding process and help with any questions you may have along the way.

You can always reach the employment team at

hr-employment@stlcc.edu or hr-training@stlcc.edu

What to Expect

Onboarding paperwork

Prior to your first day of employment, you were asked to complete the following processes to solidify your employment.

1. **Background Check** – when you accept your verbal offer, you will receive an email on how to start your background check (federal work-study employees are exempt)
 1. Background check takes 3-10 days for processing
2. **Formal Offer Sent** when your background check clears
3. **Onboarding Paperwork Packet** (I-9 Verification and payroll documents)
 1. Part 1 – Complete the first section of their Onboarding Paperwork through *Equifax*
 2. Part 2 - Schedule an appointment with an **STLCC business office to complete I-9 Section 2 with the required documents prior to your start date**
 1. <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
4. **STLCC Access**
 1. Once you complete ALL of your onboarding paperwork, please allow 1-2 business days for STLCC Access.
 2. A# and username will be sent to the hiring manager and employee's personal email.

Onboarding and training

- Position training will be provided by your department/supervisor
- Quick Guides can be found on the [Employee Development SharePoint Page](#) (STLCC access required)
- Orientation and Compliance training
 - Training will be completed through SafeColleges. More information on pg.10
 - New Employees: Training should be completed within 60 days of your employment for new hires.

ABOUT STLCC

Education for Real Life, for Your Whole Life

That's our commitment to you.

Through a changing economy and sharp increases in the price of higher education, STLCC has provided opportunities for all. As the largest higher educational institution in the region, STLCC has served more than 1.3 million students. Over 50% of households in the St. Louis area are represented in our former and current student body.



Since 1962, St. Louis Community College has held fast to the fundamental belief that education has the power to lift us up — as individuals, as communities, and as a city.

Today, STLCC consistently ranks among the top associate degree-awarding institutions in the United States. As we launch students into new and better careers, four-year degrees and richer lives, we strengthen St. Louis one student at a time. View our mission and vision in greater detail here. With four campuses, two education centers, and two workforce training centers make education accessible for all 718 square miles of our district, encompassing St. Louis City and St. Louis County, as well as portions of Franklin and Jefferson counties.

Visit www.stlcc.edu/campuses to learn more about our locations and contact information.

STLCC Mission, Vision, and Values

Mission

Empowering students. Expanding Minds. Changing Lives.

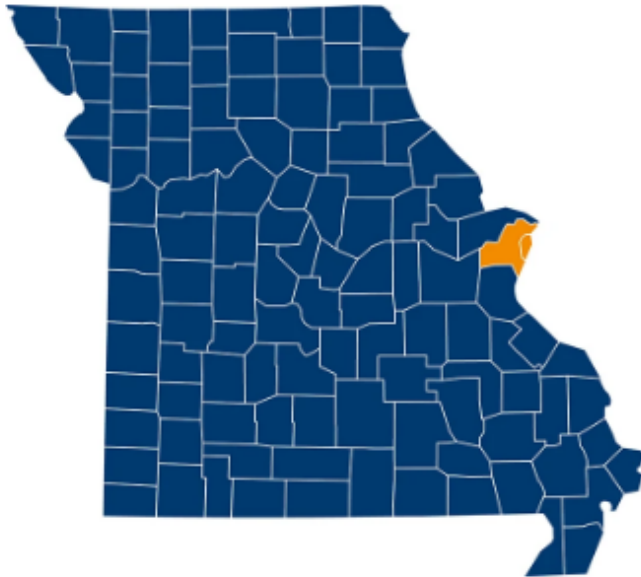
Vision

St. Louis Community College will be a national leader and model institution for inclusive and transformative education that strengthens the communities we serve through the success of our students.

Values

- **Students First** - Everything we do supports student success and removes barriers.
- **Respect for All** - We promote equitable treatment and respectful discourse in all interactions with students, each other, and the community.
- **Integrity** - We act with honesty, trustworthiness, and ethical behavior.
- **Collaboration** - Working collectively, we achieve more than working individually or within separate groups.
- **Data Informed** - We make decisions in the best interests of students and the institution based on reliable data

Centered on Students



STLCC offers 15 college-transfer options and over 80 career-focused programs that prepare you for a high wage, high skill, and in-demand careers in the real world.



We have 7 sports teams and more than 120 unique organizations. STLCC has a place for you to showcase your talents and apply your leadership skills.



Compared to someone with only a high school diploma, associate degree graduates, on average, earn \$10,600 more annually over the course of a working lifetime.



Cost to attend full time for one year approximately \$4,175 (based on 26 credit hours, in-district rate including textbooks; some programs require additional lab fees)



\$4,700 is the average amount you can expect to save annually attending STLCC when compared to a public four-year institution.

129,253

Term credit hours

14,910

Total enrollment

35%

Full-time students

81%

Students seeking a STLCC degree

43%

Students taking online courses

\$122

\$171 per credit hour for out of district



St. Louis Community College
Expanding Minds. Changing Lives.

STLCC Campus Locations

We're committed to creating accessible education for every resident of our 718-square-mile district. That's why we make getting to us easy with four campuses and two education centers.

We're Here Where you Live

Serving St. Louis City and St. Louis County, as well as portions of Franklin and Jefferson counties, we're strategically located across the region. Every campus is as unique as the community it calls home, each with its own unique voice and personality.

<https://stlcc.edu/campus-life-community/our-locations/>



Visit St. Louis Community College's campuses, education centers and support facilities:

Campuses	1 Florissant Valley 3400 Pershall Road Ferguson, MO 63135	2 Forest Park 5600 Oakland Ave. St. Louis, MO 63110	3 Meramec 11333 Big Bend Road St. Louis, MO 63122	4 Wildwood 2645 Generations Drive Wildwood, MO 63040
Education Centers	5 South County 4115 Meramec Bottom Road St. Louis, MO 63129	6 William J. Harrison Education Center 3140 Cass Ave. St. Louis, MO 63106		
Workforce Training Centers	7 Center for Workforce Innovation 3344 Pershall Road Ferguson, MO 63135		8 Corporate College 3221 McKelvey Road Bridgeton, MO 63044	

STLCC 2024 – 2026 Strategic Plan

An Exceptional Student Experience – The 2020-2023 Strategic Plan includes a premier student experience as a major theme. The 2024-2026 plan will continue with student-focused efforts, building upon the successes realized from the current plan.

Improve Operational Efficiencies – Delivering an exceptional student experience requires consistent and solid execution of college-wide operations, built on a foundation of procedures and systems/automation. The new plan will focus on achieving excellence operationally.

STLCC as a “Best Place to Work” – The pandemic changed and reshaped the workplace dramatically. We know that STLCC’s employees are highly valued, so this plan focuses on ensuring that we attract, recruit, retain, and grow our people professionally as we make the College a “best place to work.”

[Learn more about the Strategic Plan](https://stlcc.edu/about/strategic-plan/strategic-plan-2024.aspx)

<https://stlcc.edu/about/strategic-plan/strategic-plan-2024.aspx>

Board of Trustees

The STLCC Board of Trustees is comprised of seven members, who represent the subdistricts we serve. Each board member is elected by our district residents. They act as your voice, directing the College’s path and strategy to best serve you and your community. Visit stlcc.edu/board to learn more about the STLCC Board of Trustees.

Board Policies and Administrative Procedures

Board policies and administrative procedures serve as the guidelines under which the College operates.

[Learn more about our Board of Trustees and Policies](https://stlcc.edu/about/leadership/board-of-trustees/)

<https://stlcc.edu/about/leadership/board-of-trustees/>

EMPLOYEE RESOURCE TEAMS

Leadership Team

The STLCC Leadership Team (LT) is a group of College administrators who bring their expertise in a variety of subjects to create and carry out the College's Strategic Plan.

[Learn more about our Leadership Team](https://stlcc.edu/about/leadership/leadership-team.aspx)

<https://stlcc.edu/about/leadership/leadership-team.aspx>



STLCC Chancellor

Jeff L. Pittman, Ph.D.

STLCC Foundation

The STLCC Foundation's goal is to remove some of the financial burdens our students face through scholarships and every penny it raises goes directly to the students.

Visit <https://stlcc.edu/about/foundation/> to see the great things our foundation is doing and how you can get involved.

Workforce Solutions Group

The Workforce Solutions Group (WSG) of St. Louis Community College leverages education for growth in the knowledge economy by offering programs and services designed to advance people, businesses, and communities. WSG accomplishes this through its operating units which include Corporate Services, Continuing Education, and Community Services.

Marketing and Communications

The Marketing and Communications Department is responsible for communicating with key audiences – aligned with the strategic priorities of STLCC – and upholding the image of the College. Market research, promotions, advertising, social media, media relations, storytelling, and brand identity management are just some of the responsibilities that live under the arch of marketing and communications. Visit stlcc.edu/marketing to view marketing resources, request a project, or check out the College's marketing campaigns.

Human Resources

The Human Resources team provides leadership and support in the areas of recruitment and talent management, benefits and compensation, and employee and labor relations. Our objective is to provide a healthy, fair, and equitable workplace that allows employees to support the mission of the College.

- Benefits and Wellness (stlccbenefits@stlcc.edu)
- Compensation (hr-compensation@stlcc.edu)
- Talent Development (hr-employment@stlcc.edu or hr-training@stlcc.edu)
- Employee and Labor Relations (hr-elr@stlcc.edu)

Center for Teaching and Learning

The Center for Teaching and Learning supports and assists faculty in pursuit of innovation and excellence in teaching and learning by developing and delivering a robust, comprehensive program of professional development opportunities.

- Disseminates best practices and successful teaching methodologies
- Supports scholarship
- Mentors faculty careers
- Enhances the intellectual life of the campus

<https://stlcc.edu/center-for-teaching-and-learning/>

EMPLOYEE ACCESS AND TASKS

STLCC Website and CollegeWeb

Faculty and staff resources are available through the faculty & staff tab <https://stlcc.edu/portal-pages/faculty-and-staff> on the website.

St. Louis Community College has an intranet site for employees called the CollegeWeb that serves as a depository for internal information resources. <https://collegeweb.stlcc.edu/>

STLCC Access and Employee ID

St. Louis Community College operates on a SingleSignOn format for college systems. You will need your MySTLCC ID and A# to access these systems. (Your A# is your employee ID). **This information will be sent to your personal email and your supervisor's email once you complete ALL onboarding paperwork requirements.**

Note: If you were a previous student or employee, you will need to contact the IT Help Desk at 314-539-5113 to reset your password. Note the password is case-sensitive and the "A" must be capitalized. New users must change their password the first time they log in and before they access any college computer applications by using the "[Change your password](#)" function on the STLCC website.

Employee Badge

Employee ID badges are issued by the human resources department.

Please submit the following information for an employee ID to cpermenter@stlcc.edu

- Jpeg. Headshot photo
- Name (first/last)
- A# - employee ID number
- Department
- Campus location

Parking tags

All College employees need a parking tag for their vehicle. Permits are issued in these locations: Corporate College security, Forest Park campus police, Florissant Valley campus police, Meramec cashier's office, and Wildwood student services

SafeColleges Compliance Training

New hire training is due within 60 days of their start date.

Compliance training is required for ALL employees quarterly and will include such topics as FERPA, Title IX, Sexual Violence, ADA, Discrimination, and Ethics. Some training will be required annually while others are one-time only. St. Louis Community College uses SafeColleges to offer training courses online for your convenience. Follow these easy steps to complete your STLCC compliance training requirements:

Use a web browser to access the SafeColleges website <https://stlcc-mo.safecolleges.com/>

PAYROLL AND BANNER SELF-SERVICE

Tracking time and payroll

Bi-weekly paid PT employees must report Time and Exceptions. Entry must be approved by the date on the [payroll calendar](#).

- Access the College Web (<https://collegeweb.stlcc.edu/>)
- Log into Banner-Self-Service
- Top ribbon – choose Employee
- Submit Timesheets (bi-weekly pay)
- Enter your hours for each day worked (reporting time)
- Press submit.

[Time-keeping quick guide](#)

Adjunct Faculty

- Do not have to enter time – time paid pulls from default earnings.

Have any questions?

stlccpayroll@stlcc.edu

314-539-5208

COLLEGE RESOURCES AND POLICIES

Board Policies are the governmental rules of the Board of Trustees of St. Louis Community College. These policies govern the work that we do. The Board Policy is the framework for the operations of the college.

Administrative Procedures implement Board policy, laws, and regulations. They are the process of how we implement what is outlined in the Board Policies.

<https://go.boarddocs.com/mo/stlcc/Board.nsf/Public#>

Diversity

Diversity, Equity & Inclusion (DEI) provides college-wide leadership, guidance, and resources to ensure STLCC is a welcoming community in which all individuals are respected and included.

<https://stlcc.edu/about/diversity-inclusion/>

Equal Opportunity Employer

STLCC provides Equal Employment Opportunity in the workplace and educational environment. The College will administer all terms and conditions of employment such as recruitment, appointment, promotion, compensation, benefit, transfer, training, and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, age, disability or status as a disabled or Vietnam-era veteran.

Americans with Disabilities

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Employees seeking workplace accommodations should communicate with human resources at hr-elr@stlcc.edu or 314-539-5127

Access and Disability Resources

STLCC is committed to its policy that all classes, programs, and services are accessible to everyone regardless of disability. Employees are responsible for ensuring accessibility in the areas where they work. Campus-based Access (disability resources) offices are a great resource to connect with when it comes to student concerns.

<https://stlcc.edu/student-support/disability-services/>

Title VII and Title IX

St. Louis Community College is committed to providing an academic and work environment that is free of sex or gender-based harassment that constitutes unlawful discriminatory conduct under Title VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education

For more information on Title IX and the resources available, contact the Title IX Coordinator at 314-539-5248.

Conflict of Interest

You may not promote your business or seek leads for future business when you are representing the College. STLCC Board Policy (Board Policy C.5) on conflict of interest states: *“All College employees serve a public interest role; therefore, they have a clear obligation and the College expects them to avoid any real or apparent conflicts of interest.”*

All affairs of the College shall be conducted in a manner consistent with this concept. All decisions are to be made solely on the basis of a desire to promote the best interests of the College and the public good. For more information about the College’s Conflict of Interest policy, call the employee and labor relations at 314-539-5127.

Civility

St. Louis Community College encourages and promotes an environment of civility and mutual respect among its diverse employees and student body. Employees and students should treat one another in a respectful manner with civility, honesty, and courtesy.

College employees and students are expected to avoid behavior on or off campus or during College activities that substantially interfere with and create an intimidating, hostile college environment (including the use of technology).

Examples of these behaviors may include but are not limited to:

- **Bullying or harassment**—any conduct reasonably perceived as being malicious, intimidating, hostile, humiliating, threatening, disparaging, likely to evoke fear of physical harm, or is motivated by bias or prejudice based upon any actual/perceived characteristic.
 - This includes comments, gestures, graphics, written statements, or physical acts (including, but not limited to, the use of electronically transmitted acts to cyberbully by way of cell phone, computer, or wireless handheld device).
- Screaming and yelling with the intent to humiliate or intimidate
- Insubordination
- Retaliatory actions

Accountability processes set forth in relevant sections of Administrative Procedures pertaining to expectations for student and employee conduct will be used to address the behavior of concern. (Board Policy B.14)

SAFETY AND SECURITY

Safety Starts with YOU! Get involved and participate in all safety training provided. Always follow safe work practices. If you're not sure, ask.

- In emergencies, call 911 and the campus police at 314-539-5999.
- Report unsafe conditions to your supervisor, at fixit@stlcc.edu or 314-984-7979.
- Report all accidents immediately to your supervisor and campus police at 314-539-5999. Campus police can provide guidance on treatment and alert necessary officials.

IF YOU SEE SOMETHING, SAY SOMETHING!







STLCC Alerts

STLCC Alerts is a comprehensive notification system in use at all St. Louis Community College locations to broadcast important information such as campus emergencies, closures, delays, cancellations, and more via email, text, and/or text-to-voice messaging. This system is powered by Regroup, a mass notification platform. Visit www.stlcc.edu/alerts to learn more.

Who gets Alerts?

- All current STLCC employees and credit students will automatically be set up to receive STLCC Alerts.
- To receive text and text-to-voice through STLCC Alerts, make sure your cell, home and/or office phone numbers are up to date in Banner Self-Service.

Campus Police Leadership

 <p>Adkins, Alfred J. DW Dir Public Sfty/Em...</p> <p>Director</p>	 <p>Talley, Benjamin J. Captain, Public Safe ER...</p> <p>Captain</p>	 <p>Becirovic, Adis College Police Lieuten...</p> <p>Meramec</p>
 <p>Berryman, David A. College Police Lieuten...</p> <p>Forest Park</p>	 <p>Buford, Terri R. College Police Lieuten...</p> <p>Florissant Valley</p>	 <p>Ozmec, William A. College Police Lieuten...</p> <p>Wildwood</p>

RESOURCES AND BENEFITS

Part-Time Employee Benefits

The College is committed to offering part-time employees a comprehensive and competitive benefits package with efficient provider networks.

- Tuition Waiver
- Wellness program
- Family and Medical Leave Act (FMLA)

PT employees are eligible for health benefits if they complete an average of 30 hours of service from June 1 to May 31.

Full-Time Employment

If you are interested in joining the STLCC team in a full-time employment capacity, please consider reviewing our current job openings at <https://stlcc.edu/careers/>

Wellness

For employees enrolled in medical insurance, the College partners with Vitality to offer a voluntary, incentive-based wellness program that enables participants to earn rewards for their efforts to live healthier lives through engagement in a range of well-being activities and tools.

Employee Discounts

Be sure to visit the Employee Discount section in the quick links on the Human Resources webpage. Discounts from Office Max, Dell, AT&T, Sprint, and others are included on this page.

Visit <https://college.stlcc.edu/HR/EmployeeDiscounts.html> to view employee discounts.

Tuition Waiver

All **part-time continuing employees** of the College (except short-term substitutes, continuing education teachers of non-credit courses, student employees, and College work-study employees) who have an active work assignment in Banner for spring, summer, or fall term will be entitled to participate in the maintenance fee waiver program for that term. The maintenance fee waivers may be used by any combination of oneself, one's spouse or one's dependent children.

Part-Time continuing employees are covered by Administrative Procedures C.23.01.02

Part-time temporary employees who work more than 60 hours in a semester may enroll in that session for up to four credit hours with a waiver of maintenance fees. The waiver cannot be applied until 60 hours have been worked.

Part-Time temporary employees are covered by Administrative Procedures C.23.01.04

If you have questions, contact your campus business office.

- Forest Park – Student Center SC 118
- Florissant Valley – Admin Building 234
- Meramec – AD 145
- Wildwood – Front desk

20 THINGS TO KNOW

Employee Information

1. Your A# is your employee number – you should remember this.
2. All systems rely on a central login using your MYSTLCC login.
3. Be sure to get your employee ID badge and parking pass.
4. Complete all SafeColleges/IT training – due by the 60th day of employment
 - i. <https://stlcc-mo.safecolleges.com/login>

Communication and Resources

5. Check out the faculty and staff resources on the STLCC webpage.
 - i. <https://stlcc.edu/portal-pages/faculty-and-staff/>
6. CollegeWeb contains all internal College resources.
 - i. <https://collegeweb.stlcc.edu/>
7. Check out your campus newsletter, Chancellor’s blog and get involved.
8. Your campus Business Office is a great resource
9. The staff directory and all College forms are located on the CollegeWeb.

Safety

10. STLCC Alerts is the notification system used by the College to broadcast campus emergencies, closures, delays, and cancellations via email, and text/text-to-voice mail.
11. Ensure your cell phone is up-to-date in Banner Self-Service.
12. In the case of an emergency, call 911 or the campus police at 314-539-5999. If You See Something, Say Something! stlcc.edu/police
13. To report unsafe conditions, email fixit@stlcc.edu or call 314-984-7979.

IT & Media Resources

14. For IT services and support you can submit a ticket on the CollegeWeb or call 314-539-5113.
 - i. <https://stlcc.edu/departments/information-technology/>
15. You must dial 8 to get out on the College phone system.
16. When on campus, you can call any campus number by dialing the last four digits.
17. You must have a long-distance code to make long-distance calls.
<https://stlcc.edu/departments/information-technology/telephone/>
18. We have a District Print Center where you can order printed materials. <http://stlcc-print-center.stlcc.local/>

Benefits

19. Check out the employee discounts. College Web – HR Page – Benefits
20. You can retrieve all your payroll information, including your W2 in Banner Self-Service.

Ask for help!

Human Resources is here for you. Please contact the HR-Learning and Development team for any questions and we will point you in the right direction!

hr-training@stlcc.edu

314-539-5133



IT'S A GREAT DAY TO BE AN ARCHER!

WWW.STLCC.EDU