

Human Resources Section News

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Compensation

PAR

Thinking about submitting a PAR for a substantial change in job duties assigned in or after September? Be sure to submit the completed PAR form to HR_COMP@austincc.edu by this Friday December 9th for processing for the January pay cycles.

Supervisors have three months to submit a PAR after assigning substantial permanent duties. HR Compensation will be able to accept PARs until February 29th, for jobs that have changed substantially in September, October or November of this year.

When a PAR is sent to a supervisory level for review, the supervisor is being asked to agree or disagree with the PAR and why. The supervisor is not "Approving" the PAR. Approval of a PAR happens at the EVP level.

All questions regarding the PAR process should be directed to Vicki West, Compensation Manager at 223-7502 or vwest@austincc.edu.

Benefits

The Sick Leave Pool needs your help!

The Sick Leave Pool is a wonderful benefit that helps employees in need. The hours in the pool are donated from ACC Employees. Employees may be donated 8, 16 or 24 hours of sick leave to the Sick Leave pool for each fiscal year.

To donate to the pool, please complete the Sick Leave Pool Donation Form:

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=HURE.052>

Return to Alisol Martinez, HBC, Human Resources Benefits or by fax at [512.223.7907](tel:512.223.7907) for processing.

Thank you for allowing ACC to make the Sick Leave Pool available to eligible faculty and staff!

HR Connection

Benefits

Coping with a Friend or Family Member's Serious Illness

We have asked our Employee Assistance Program come to guide us through these difficult times.

We are hosting a special seminar for employees who are coping with friends and family with serious illnesses.

Seminar Topic: Coping with a Friend or Family Member's Serious Illness

Date: 12/15/11

Time: 12:00 – 1:00pm

Address: 5930 Middle Fiskville Rd. HBC1-301
Austin, TX 78752

To register for this session: <https://www3.austincc.edu/it/workshops/www/login.php>

Lunch is not provided, please feel free to bring in your lunch.

Please contact Alisol Martinez at [512.223.7800](tel:512.223.7800) if you have any questions.