



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

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Fresno City College | Reedley College | Clovis Community College  
Madera Community College | Madera Community College at Oakhurst

# New Employee Handbook

## Section 1 – Welcome and Overview

### Learning Objectives

- Understand the mission, vision and values of the Community College system.
- Understand the structure of the Community College system.
- Understand the mission, vision and values of State Center Community College District.
- Understand the organizational structure of State Center Community College District.
- Understand or know where to access information needed to be successful in your position within State Center Community College District.

### California Community Colleges Chancellors Office

#### Mission

The mission of the California Community Colleges Board of Governors and the state Chancellor's Office is to empower the community colleges through leadership, advocacy and support.

#### Vision

The California Community Colleges Board of Governors and the Chancellor share a vision of a better future for Californians by exemplifying exceptional leadership, advocacy and support on behalf of the community colleges. Their guidance provides access to lifelong learning for all citizens and creates a skilled, progressive workforce to advance the state's interests.

California Community Colleges Chancellor's Office

1102 Q Street, Suite 4554

Sacramento, CA 95811

(916) 445-8752

Website: <http://www.cccco.edu/>

#### About Chancellor Sonya Christian



Dr. Sonya Christian previously served as the sixth Chancellor of the Kern Community College District (Kern district). A position she held until July 2021. Christian began her three-decade career locally within Kern district as a mathematics faculty, a Division Chair, and Dean of Science, Engineering, Allied Health and Math at Bakersfield College. From 2013 to 2021 she served as the 10th President of Bakersfield College – one of the colleges overseen by

Kern district.

Throughout her career Dr. Christian has been committed to advancing work through distributed leadership and collaborative communities of learning, and to promoting the value of equity in student learning, access, success and economic mobility. She says: *The only way to scale work is to tap into the talent, ingenuity, dedication, and care of the people that provide the power to transform. The alignment of distributed forces stems from shared ownership that is almost always more fundamental than the details of the solution, not least because it builds a sense of community that creates long-term sustainability.*

Her dedication to student success with equity led her to statewide and national leadership roles where she advocated for the cost benefits of adopting a Guided Pathways model. Christian spearheaded the statewide coalition in 2015 that led to securing philanthropic funding for the 20-college Guided Pathways demonstration project in California, leading to a \$150M state investment in Guided Pathways and ultimately to the Vision for Success metrics adopted by the Board of Governors in 2017. Christian advanced the framework of Guided Pathways through the newsletter Trailblazers from 2016 to 2020, creating a fundamental base of information for scaling the work statewide. Her work in student success with equity also extends to her leadership in developing and implementing the Early College Program.

Under her leadership, Bakersfield College became one of the first community colleges in California to offer a baccalaureate degree as part of a pilot program announced in 2015. She believes that the community college baccalaureate degree program is a vital tool for growing economic and social mobility of disinvested communities, and continues to fiercely advocate for ways to create more 4-Year Community College degrees in California and across the nation.

Dr. Christian's repeated call to *Dare Mighty Things* – inspired by NASA's Perseverance Mars lander – reflects a sense of urgency in her work on energy and climate resilience and emerging energies like carbon capture. Under her leadership, Kern district established the California Renewable Energy Laboratory, an innovative coalition of public and private partners seeking to create a secure and stable energy future.

She is a fierce advocate for the life-changing ability of community colleges to reach underserved populations and educate the future workforce. Her vision that community colleges can transform rural communities and her involvement with the Kern Coalition is increasing collaborations between educational institutions and the communities they serve.

Dr. Christian is a firm believer in using data and civil dialogue to guide public policy and resource allocation and in leveraging opportunities that prepare students for careers in emerging technologies, particularly in the energy and climate industries where community colleges have

become the perfect partner in creating green jobs. She believes that facts and results should drive decision making, ensuring that initiatives will lead to sustainable systemic change.

She is a strong voice for women's equality in education and currently serves as chair of the California Community College Women's Caucus. She is also Vice Chair of the Campaign for College Opportunity Board of Directors and is a member of the California Community Colleges Asian American Pacific Islander Trustees and Administrators caucus.

Governor Gavin Newsom recognized her statewide leadership when he appointed her to the Student Centered Funding Formula Oversight Committee, where she served from 2019-2022. Her dedication to institutional quality is evidenced in her work with the Accrediting Commission for Community and Junior Colleges, where she served as chair for two years starting in 2020, having previously served for the commission as Vice-Chair from 2018-2020.

## **California Community Colleges Board of Governors**

The Board of Governors of the California Community Colleges sets policy and provides guidance for the 73 districts and 116 colleges that constitute the system. Board members are appointed by the Governor and formally interact with state and federal officials and other state organizations. The Board of Governors selects a chancellor for the system. The Board of Governors works through a consultation process to ensure representatives from all levels of the system have an opportunity to advise the chancellor on state policy decisions.

Additionally, each of the 73 community college districts in the state has a locally-elected Board of Trustees, responsive to local community needs and charged with the operations of the local colleges. The governance system of the California Community Colleges is one which uses processes of participatory governance.

In March 1988, the Board of Governors adopted a process known as “consultation”, through which a council composed of representatives of selected community college institutional and organizational groups, assist in development and recommendation of policy to the chancellor and Board of Governors. The council meets regularly throughout the year. It develops and recommends policy, and reviews and comments on policy developed by other groups, locally-elected boards, and the California Legislature. The formal consultation process allows the community college system to advise the chancellor, who makes recommendations to the Board of Governors on matters of policy. The purpose of the consultation process is to strengthen a system of communications, policy development, and review to ensure the quality and effectiveness of college operations and programs. You can also find more information on the [California Community Colleges](#) website.

## **State Center Community College District Chancellor's Office & Governing Board**

### **Chancellor's Office**

#### **Dr. Carole Goldsmith**



Welcome to State Center Community College District. No matter where you are in life, you belong here. Whether you are looking to transfer to a four-year college, develop new job skills, or to improve the overall quality of your life, we will help you achieve your goals.

Our campuses each deliver special programs and opportunities to meet student needs and strengthen our communities. The dedicated faculty and staff at Fresno City College, Reedley College, Clovis Community College, and Madera Community College are committed to your success. We are here to cheer you on, guide you, and help you succeed – whatever your goals may be.

Please explore the many educational options we offer. We welcome you and are proud to serve you and our communities.

Dr. Carole Goldsmith currently serves as Chancellor for State Center Community College District (SCCCD). SCCC is a multi-campus district with four colleges, Fresno City College, Reedley College, Clovis Community College and Madera Community College, and two centers: Madera Community College at Oakhurst and the West Fresno Center. SCCC's service area covers over 5,500 square miles and serves nearly 70,000 students annually.

**Current Members of the Governing Board****Danielle Parra, President**

Danielle Parra was elected to SCCCD's Board of Trustees, Area 3, in November of 2020. She currently works for Vista Consulting Inc. as an Account Executive, providing public affairs support to clients in healthcare, water, agriculture, and technology in the Central Valley.

Education has become the foundation for Danielle's commitment to public service. She completed her Bachelor's in Public Relations with a minor in Public Administration from Fresno State University while completing her general education at Clovis Community College. In May of 2021, Danielle earned her Master's in Public Administration from San Diego State University.

Danielle has volunteered as a mentor to local at-risk youth providing tutoring and outreach services, founded a volunteer group aiding the Ronald McDonald House, and continues to serve her community by providing meals to citizens in her community amidst the COVID-19 pandemic. She is also a member of the National Association of Latino Elected Officials.

**Robert Fuentes, Vice President**

Robert A. Fuentes was elected to the Board of Trustees in November of 2022 and represents Area 5.

Rob currently serves as an Assistant United States Attorney as well as an adjunct law professor at San Joaquin College of Law. He previously worked in private practice, representing individuals in civil rights, employment, and immigration matters. Rob also formerly served as a staff attorney at the United States District Court in Fresno. Prior to law school, Rob worked as a legislative

staffer in the U.S. House of Representatives.

Rob was born and raised in the San Joaquin Valley. A first-generation college graduate, Rob holds a Bachelor of Arts with Honors from Stanford University, a Master in Public Administration from Harvard Kennedy School, and a Juris Doctor from Yale Law School. Immediately after law school, Rob returned home to serve the communities that raised him.

### **Destiny Rodriguez, Secretary**



Destiny Rodriguez was elected to the Board of Trustees in December of 2022 and represents Area 1. She has worked on air quality, health, and environmental issues in the Central Valley for over fifteen years. Destiny worked for organizations such as The Climate Center, Central California Asthma Collaborative, Central Valley Air Quality Coalition, Coalition for Clean Air, National Parks Conservation Association, and the San Joaquin River Parkway and Conservation Trust. She is passionate about helping her community and the environment. Destiny is also a graduate of the Gamaliel National Leadership Training and Emerge California Political Candidate Training Program 2020. Destiny has a B.S. in Mass Communications Journalism with emphasis on Public Relations, and Chicano Latin American Studies from California State University, Fresno.

In her role as Regional Community Relations Manager, Destiny was responsible for strategic policy objectives from volunteers, students, policymakers, local government and allied organizations while designing and implementing local strategies to further community choice energy for the Fresno area. Currently she serves as Board Member Consultant to Gideon Kracov, Esq. Governor's Appointee at the California Air Resources Board.

In her spare time, Destiny sits on the Measure C Citizen's Oversight Committee in which she has been a member for over six years serving the public and ensuring that Measure C funds are spent as promised to the public for Fresno County's transportation needs. She also volunteers her time serving as planning member for Earth Day Fresno, Fresno Bicycle Pedestrian Advisory Committee, Fresno Latino Rotary Club and Central Valley Young Environmental Advocates. Destiny continues to be an advocate to provide safeguards for our community.



**Nasreen Johnson, Trustee**

Nasreen Johnson was elected to the Board of Trustees in 2020. She currently works for a local company in community relations and external affairs. In her previous roles, she directed communications for the largest Community Action Agency in California, assisted the US divisions of two international companies to promote sustainable irrigation in agriculture, and operated a small communications firm focused on community-based organizations and small businesses.

Ms. Johnson began her college career at Fresno City College as a first-generation college student, earning her associate's degree in liberal arts. She transferred to California State University, Fresno but later dropped out to start her business and family. She then went back to school as a single parent to obtain a bachelor of arts degree in business management (summa cum laude) and a master of business administration from Fresno Pacific University.

Ms. Johnson is an active participant in many groups and sits on the board of the Fresno Fire Chief's Foundation. She previously held positions on other boards including Friends of the Fresno County Public Library and Tagua Fair Trade. She has received multiple awards for her work in the community, including her efforts to build a fully accessible sensory garden for students with special needs.

Ms. Johnson enjoys learning new things and spending time at home with her partner, two teens, and three rescue dogs.

**Magdalena Gomez, Trustee**

Magdalena Gomez was elected to the Board of Trustees in November 2018 and represents Area 4. Her term of office is until 2026. Magdalena was born and raised in rural

Fresno County. A graduate of Selma High School, she was also an athlete and musician. Magdalena earned her B.A. in American studies from Carleton College in Minnesota. She worked in the financial sector for Smith Barney and Bay View Community Bank. She owns her own business helping local entities with capacity building and has experience as an education consultant and businesswoman who has worked as a Central Valley financial/legal outreach coordinator and global wealth management senior client sales associate. Magdalena has a long history of volunteerism in schools and community organizations. Her emphasis has been in raising funds so that students and their parents can attend higher education forums and leadership conferences.

**Deborah J. Ikeda, Trustee**

Deborah J. Ikeda was elected to the Board of Trustees in November 2016, and represents Area 6. Her current term of office is until 2018.

Trustee Deborah Ikeda is a retired president of Clovis Community College. She began her educational career as a Counselor for Loop City College in Chicago and became an Assistant Dean of Academic Support Services before becoming the Associate Dean of Students, Counseling and Guidance at Fresno City College. She served as the Interim Vice President of Instruction for Fresno City College, and as the Dean of Library and Instructional Support Services before becoming the Vice President of Instruction and Student Services for the North Centers where she led the accreditation effort to fast track the Center on its way to becoming the third independently accredited college within the State Center Community College District, Clovis Community College.

Mrs. Ikeda served on the California Community College Board of Chief Instructional Officers, the California Community College Chancellor's Office Advisory Committee for Matriculation and the Counseling Advisory Committee.

She previously served on the California State Superintendent of Education Advisory Council for Asian Pacific Islander Affairs and as a Federal Department of Education Consultant to review and rank submitted grant applications. She currently serves as a member of the St. Agnes Hospital Board of Trustees, the Economic Development Strategy Update Committee for the City of Clovis, the Citizens Review Panel for Measure B (a sales tax passed to support the Fresno County Public Library), the Board of Trustees for California Health Science University, the Fresno Assembly Center Memorial Project Committee and Pinedale Assembly Center Memorial Plaza Committee.

Her education includes a Bachelor of Science degree in elementary education from the University of Illinois, Champaign Urbana, and a Masters of Education in counseling psychology from University of Illinois, Champaign Urbana as well.

### **Austin B. Ewell III, Trustee**



Austin B. Ewell III is a prominent leader in water policy, agriculture, and natural resources, currently serving as Executive Director of the Water Blueprint for the San Joaquin Valley and recently elected Trustee for Area 7 of the State Center Community College District. His distinguished career includes serving as Deputy Assistant Secretary for Water & Science at the U.S. Department of Interior (2017-2018), where he oversaw the U.S. Bureau of Reclamation and U.S. Geological Survey, managing agencies with combined budgets exceeding \$2 billion.

As President of the Ewell Group, he focuses on water and land use matters, including real estate development, and real estate brokerage throughout California. A licensed California attorney and real estate broker, Ewell brings extensive experience in both public service and private sectors, with a collaborative approach to addressing complex Western resource challenges. His commitment to public service is further demonstrated through his role as President of the Saint Agnes Foundation Board and his past service as a Fresno County Planning Commissioner and the National Park Service Advisory Board.

Ewell holds a Juris Doctor from Loyola Law School and a Bachelor's degree in International Relations from the University of Southern California.

### **Board of Trustees & Employee Code of Ethical Behavior**

BP 2715, which defines the SCCC Board of Trustees' code of ethics/standards of practice, was adopted in 1993 and last revised in 2023. This policy reflects the expectation that each board member maintains "Board members recognize that as elected public servants their actions, behaviors, and verbal statements will be under the watchful eye of the citizenry at all times. Therefore, the decisions made as a Board must reflect our dedication to promote equitable access to higher education along with opportunities for professional, vocational, and technical growth and enhancement. As elected officials of public education, Board members must be a positive reflection of those for whom they speak."

BP and AR 2710 describe conflict of interest. Additionally, AR 2712 requires board members, designated administrators, and selected classified manager positions to annually verify and sign

a statement of economic interests.

BP and AR 3150 were adopted in 2004 and revised in 2023 to establish the administrators' code of ethics as well as define ethics, explain the importance of ethics, establish the expectations for ethical behavior, and define the rights and responsibilities of administrators regarding ethical behavior.

Faculty adhere to an ethical standard in accordance with the full-time faculty agreement between the SCCC and the State Center Federation of Teachers. Article 13, Section 3.2.b. regarding the evaluation of faculty states, "Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement." Article 13, Section 3.2.d states, "Demonstrates commitment to the profession (Code of Ethics)." An evaluation standard in the part-time faculty agreement between the SCCC and the State Center Federation of Teachers Article 12 Section 1.B.1.b.i states, "Maintenance of ethical standards in accordance with American Association of University Professors (AAUP) ethical standards statement." Article 12, Section 1.B.1.b.iii states, "Demonstration of commitment to the profession (Code of Ethics)."

Although SCCC's Personnel Commission rules do not contain a specific ethics statement, Education Code sections 88080, 88081, and 88087, covering classified employees in a merit system, and the California School Personnel Commissioners Association ([www.meritsystem.org](http://www.meritsystem.org)) contain the philosophy and purpose of the merit system, which includes ethical practices. The CSEA contract (Article 36.D.2, Personal Conduct) lists behaviors which are unacceptable in the workplace.

#### Analysis and Evaluation

The College/District have designated and published ethical requirements of its employees including its BOT. Consequences for violating ethical codes are articulated for each employee group. The job of maintaining ethical standards is carried out through the evaluation process.

Board Policy 2715, Code of Ethics/Standards of Practice

Board Policy 2710, Conflict of Interest

Administrative Regulation 2710, Conflict of Interest

Administrative Regulation 2712, Conflict of Interest

Board Policy 3150, Administrators

Administrative Regulation 3150

Bargaining unit employees - please see refer to your Collective Bargaining Agreement (CBA) regarding code of professional ethics, all of which are available on the Human Resources website at: <https://www.sccd.edu/departments/human-resources/collective-bargaining-unit-agreements.html>.

## **State Center Community College District Mission & Vision Statements**

### **Vision**

Advancing equitable student success and achievement is at the heart of our work at State Center Community College District.

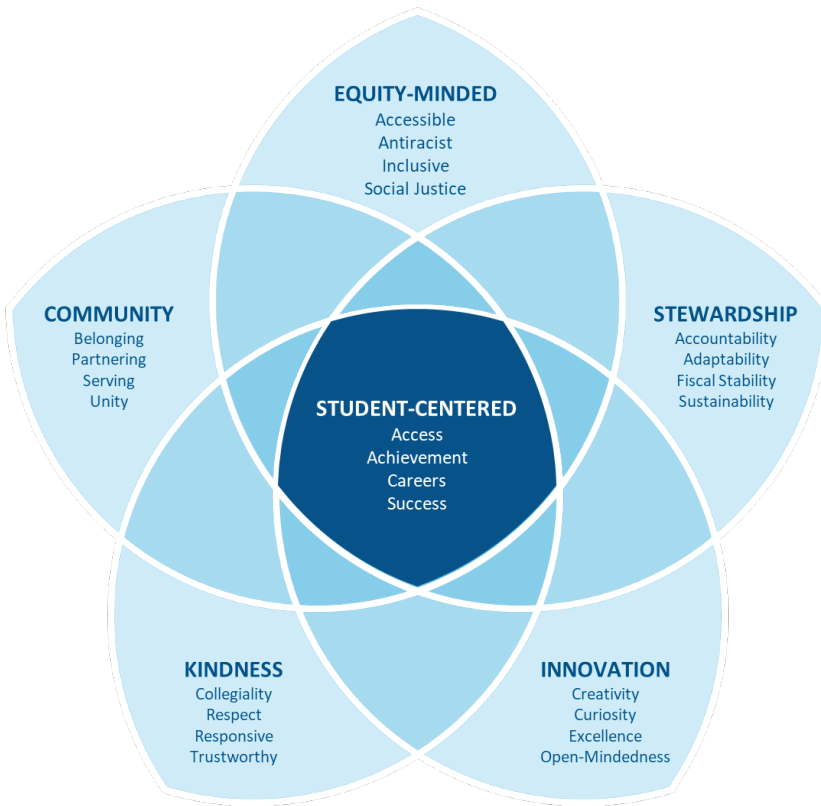
### **Mission**

We – the faculty, classified professionals, administrators, and trustees at our four colleges, off-campus sites and District Office – are united by this vision.

In collaboration across the district and with our community partners, we serve the diverse Central Valley and strengthen our vibrant economy. We efficiently deliver a comprehensive array of post-secondary educational programs and support services to meet a range of student needs and student goals, including associate and baccalaureate degrees, transfer, employment-ready certificates, and lifelong learning.

Together we create innovative, inclusive, and anti-racist teaching and learning environments at each of our four colleges – Fresno City College, Reedley College, Clovis Community College, and Madera Community College – that are welcoming, accessible, and student-centered, designed to bolster our students social and economic mobility locally, regionally, and globally.

## State Center Community College District Values



## **State Center Vision 2035 Long-Term Goals**

### **Equitable Student Access**

SCCCD will increase equitable student access to educational experiences and resources.

### **Equitable Student Achievement**

SCCCD will prioritize and institutionalize policies and practices that result in equitable student achievement.

### **Workforce + Social Mobility**

SCCCD will support and advance students' economic and social mobility.

### **Fiscal Strength**

SCCCD will implement policies and practices that increase fiscal resources and reinforce fiscal stability.

### **Trust + Collaboration**

SCCCD will increase and strengthen districtwide unity, transparency, and accountability.

For more information, please see the [State Center Vision 2035](#).

## District Office, District Operations & Overview

State Center Community College District was formed in 1964 when Fresno City College and Reedley College merged. The District serves approximately one million people and 18 unified and high school districts in more than 5,500 square miles of urban and rural territory which includes most of Fresno and Madera Counties, and portions of Kings and Tulare Counties. The District is governed by a seven-member Board of Trustees. The District is divided into seven trustee areas. The voters of each trustee area elect their own Trustee, who must live in that trustee area.

State Center Community College District operates four community colleges, Fresno City College, Reedley College, Clovis Community College and the newly accredited Madera Community College, as well as several educational and training centers including, Madera Community College at Oakhurst, the West Fresno Center of Fresno City College, the First Responder's Center, and the Training Institute.

State Center Community College District has 2,955 employees. The employee breakdown as of Spring 2024 is:

- 746 Full-Time Faculty
- 1,423 Part-Time Faculty
- 660 Classified Employees
- 27 Confidential Employees
- 84 Academic Managers
- 60 Classified Managers

\*Excludes non-bargaining (Provisional/Ltd. Term)

The full-time faculty are represented by the State Center Federation of Teachers, Local 1533, CFT/AFT, AFL-CIO. It is known as the "Federation". The part-time faculty are also represented by the State Center Federation of Teachers, Local 1533, CFT/AFT, AFL-CIO. They are referred to as part-time academic employees or adjunct faculty. The California School Employees Association, Chapter 379 represents the majority of the classified employees. It is known as "CSEA". The District's police officers are represented by the Peace Officers' Association ("POA").

The total operating budget for the District for 2024-25 was \$513.2 million (unrestricted and restricted general fund).

The District Office also provides administrative support to the various colleges and educational centers. Such services include:



**State Center Community College District Office**

Address: 1171 Fulton Street, Fresno, CA 93721

Phone: (559) 243-7100

Website: <http://www.scccd.edu/>

- Office of the Chancellor
- Business Office – Finance, Accounting & Payroll
- Classified Professional Development
- Enrollment Management, Admissions & Records
- General Counsel
- Human Resources
- Information Systems
- Office of the Vice Chancellor, Educational Services & Institutional Effectiveness
- Office of the Vice Chancellor, Finance & Administration
- Office of the Vice Chancellor, Human Resources
- Office of the Vice Chancellor, Operations
- Personnel Commission
- Purchasing
- Office of the Foundation
- Center for International Trade Development (CITD)
- Educational Services and Institutional Effectiveness
- Grants and External Funding
- Office of the Foundation
- Training Institute

**[SCCCD Organizational Charts](#)****State Center Community College District – District Operations**

Address: 1171 Fulton Street, Fresno, CA 93721

Phone: (559) 442-8255

The District Operations also provides administrative support to the various colleges and educational centers. Such services include:

- Transportation & Operations
- Environmental Health & Safety
- Grounds
- Construction Services
- Maintenance & Operations
- Warehouse
- Police Services

## State Center Community College District Office Personnel History – Timeline Chart

Governors						
<b>Earl Warren</b>  <b>1943-1953</b>	Goodwin Knight  1953-1959	Edmund Brown  1959-1967	Ronald Reagan  1967-1975	Jerry Brown  1975-1983	George Deukmejian  1983-1991	<b>Pete Wilson</b>  <b>1991-1999</b>
<b>Gray Davis</b>  <b>1999-2003</b>	<b>Arnold Schwarzenegger</b>  <b>2003-2011</b>	<b>Jerry Brown</b>  <b>2011-2018</b>	<b>Gavin Newsom</b>  <b>2018-Present</b>			

Board Members						
<b>Dorothy Smith, President</b>	Patrick Patterson, President	Warren Kessler, President	Leslie Thonesen, President	Ron Manfredi, President	H. Ronald Feaver, President	<b>William Smith, President</b>
<b>Warren Kessler, Vice President</b>	William Smith, Vice President	Leslie Thonesen, Vice President	William Smith, Vice President	Dorothy Smith, Vice President	William Smith, Vice President	<b>Patrick Patterson, Vice President</b>
<b>John Burke, Secretary</b>	Dorothy Smith, Secretary	Harry Hiraoka, Secretary	Ron Manfredi, Secretary	H. Ronald Feaver, Secretary	Leslie Thonesen, Secretary	<b>Dorothy Smith, Secretary</b>
<b>1984-1985</b>	1985-1986	1986-1987	1987-1988	1988-1989	1989-1990	<b>1990-1991</b>
<b>Leslie Thonesen, President</b>	Patrick Patterson, President	H. Ronald Feaver, President	Phillip Forhan, President	Pat Patterson, President	William Smith, President	<b>Dorothy Smith, President</b>
<b>Patrick Patterson, Vice President</b>	H. Ronald Feaver, Vice President	Dorothy Smith, Vice President	Leslie Thonesen, Vice President	William Smith, Vice President	Ron Manfredi, Vice President	<b>Leslie Thonesen, Vice President</b>
<b>H. Ronald Feaver, Secretary</b>	Phillip Forhan, Secretary	Phillip Forhan, Secretary	Pat Patterson, Secretary	Ron Manfredi, Secretary	Phillip Forhan, Secretary	<b>Ron Manfredi, Secretary</b>
	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	<b>1997-1998</b>
<b>Leslie Thonesen, President</b>	Ron Manfredi, President	Leslie Thonesen, President	Phillip Forhan, President	Dorothy Smith, President	William J. Smith, President	<b>Pat Patterson, President</b>
<b>Ron Manfredi, Vice President</b>	Dorothy Smith, Vice President	Dorothy Smith, Vice President	Adolfo Corona, Vice President	William J. Smith, Vice President	Pat Patterson, Vice President	<b>Isabel Barreras, Vice President</b>
<b>Pat Patterson, Secretary</b>	H. Ronald Feaver, Secretary	Phillip Forhan, Secretary	Ron Manfredi, Secretary	Pat Patterson, Secretary	Isabel Barreras, Secretary	<b>Dorothy Smith, Secretary</b>
<b>1998-1999</b>	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	

<b>Isabel Barreras, President</b>	Ron Feaver, President	William J. Smith, President	Patrick Patterson, President	Dorothy Smith, President	H. Ronald Feaver, President	<b>Isabel Barreras, President</b>
<b>Dorothy Smith, Vice President</b>	Phillip Forhan, Vice President	Patrick Patterson, Vice President	Dorothy Smith, Vice President	Ron Feaver, Vice President	William J. Smith, Vice President	<b>Richard Caglia, Vice President</b>
<b>Williams J. Smith, Secretary</b>	William J. Smith, Secretary	Dorothy Smith, Secretary	Isabel Barreras, Secretary	Richard Caglia, Secretary	Richard Caglia, Secretary	<b>Ronald H. Nishinaka, Secretary</b>
<b>2007</b>	2008	2009	2010	2011	2012	
<b>Patrick Patterson, President</b>	Ronald H. Nishinaka, President	Richard M. Caglia, President	John Leal, President	Bobby Kahn, President	Deborah J. Ikeda, President	<b>John Leal, President</b>
<b>Ronald H. Nishinaka, Vice President</b>	Richard M. Caglia, Vice President	John Leal, Vice President	Bobby Kahn, Vice President	Deborah J. Ikeda, Vice President	Eric Payne, Vice President	<b>Annalisa Perea, Vice President</b>
<b>Dorothy Smith, Secretary</b>	John Leal, Secretary	Bobby Kahn, Secretary	Eric Payne, Secretary	Richard M. Caglia, Secretary	Annalisa Perea, Secretary	<b>Magdalena Gomez, Secretary</b>
<b>2014</b>	2015	2016	2017	2018	2019	
<b>Analisa Perea, President</b>	<b>Nasreen Johnson, President</b>	<b>Nasreen Johnson, President</b>	<b>Magdalena Gomez, President</b>	<b>Danielle Parra, President</b>		
<b>Magdalena Gomez, Vice President</b>	<b>Deborah J. Ikeda, Vice President</b>	<b>Magdalena Gomez, Vice President</b>	<b>Danielle Parra, Vice President</b>	<b>Robert Fuentes, Vice President</b>		
<b>Nasreen Johnson, Secretary</b>	<b>Richard M. Caglia, Secretary</b>	<b>Danielle Parra, Secretary</b>	<b>Robert Fuentes, Secretary</b>	<b>Destiny Rodriguez, Secretary</b>		
<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>		

Chancellors						
<b>Stuart M. White</b>	Charles E. Chapman	John S. Hansen	Ray A. Cattani	Bill F. Stewart	Judith A. Redwine	<b>Thomas A. Crow (Interim)</b>
<b>1964-1973</b>	1973-1978	1979-1981	1981-1985	1985-1999	1999-2003	<b>4/23/03- 12/31/03</b>
<b>Thomas A. Crow</b>	Dr. Deborah G. Blue	Dr. Deborah G. Blue (Emeritus)	Dr. Bill F. Stewart (Deputy)	Dr. Bill F. Stewart (Interim)	Dr. Paul Parnell	<b>Dr. Douglas Houston (Interim)</b>
<b>1/1/04-6/30/04</b>	7/1/10-3/17/14	3/18/14- 6/30/15	3/18/14-4/1/14	3/18/14- 3/17/16	3/18/16-7/6/21	<b>5/1/21- 12/31/21</b>
<b>Dr. Douglas Houston (Deputy)</b>	<b>Dr. Carole Goldsmith</b>					
<b>1/1/21-4/30/22</b>	<b>1/1/22 to Present</b>					

Fresno City College Presidents						
<b>Dr. Thomas A. Blakely</b>  <b>1950- 1953</b>	Mr. Stuart M. White  1953-1964	Mr. Archie Bradshaw  1964-1967	Dr. Clyde C. McCully  1967-1986	Dr. Art Ellish (Interim)  1986-1987	Dr. Ernest R. Leach  1987-1991	<b>Dr. Art Ellish (Interim)</b>  <b>1991-1991</b>
<b>Dr. Brice Harris</b>  <b>1991-1996</b>	Dr. Art Ellish (Interim)  1996-1997	Dr. Dan Larios  1997-2001	Dr. Art Ellish (Interim)  2001-2002	Dr. Ned Doffoney  2002-2008	Dr. Guy Lease (Interim)  2008-2008	<b>Dr. Cynthia E. Azari</b>  <b>2009-2011</b>
<b>Tony Cantu (Interim)</b>  <b>2011</b>	Tony Cantu  2012-2015	Dr. Cynthia E. Azari (Interim)  5/28/15-5/20/16	Cheryl Sullivan (Interim)  5/23/16-7/31/16	Dr. Carole Goldsmith  8/1/16-12/31/21	Dr. Marlon Hall (Interim)  1/12/22-6/30/22	<b>Dr. Robert Pimentel</b>  <b>7/1/22 - 7/31/24</b>
<b>Dr. Kim Armstrong (interim)</b> <b>8/31/24 to 6/30/25</b>	<b>Denise Whisenhunt</b>  <b>7/21/25 to present</b>					

Clovis Community College Presidents						
<b>Dr. Deborah Ikeda</b>  <b>7/1/15-8/19/16</b>	Dr. Lori Bennet  7/18/16-1/5/23	Dr. Kim Armstrong  1/3/23 – 7/31/24	Dr. Monica Chahal (interim)  8/1/24 to 7/1/25	Dr. Kim Armstrong  7/1/25 to present		

Madera Community College Presidents						
<b>Dr. Angel Reyna</b>  <b>May 2019 to Present</b>						

Reedley College Presidents						
<b>Edward W. Hauck</b>  <b>1926-1930</b>	J.T. MacRuer  1930-1933	J.O. McLaughlin  1933-1950	Leo Wolfson  1950-1956	Gus Reimer  1956-1957	Stephen E. Epler  1957-1960	Clifford M. Boyer  1960-1976
<b>Ray A. Cattani</b>  <b>1976-1981</b>	Lincoln H. Hall  1981-1983	Richard J. Giese (Acting)  1983-1984	Abel B. Sykes, Jr.  1984-1989	Richard J. Giese  1989-1997	Thomas A. Crow  1997-2003	Tony Cantu (Interim)  2003-2004

<b>Dr. Barbara Hioco</b>  <b>2004-2011</b>	Mitjl Capet  2011-2013	Michael White (Interim)  2013	Dr. Sandra Caldwell  2013-2018	Dr. Jerry Buckley  2019 to Present		
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## Campuses, Education Centers & District Operations

Total district student enrollment as of Spring 2024 was approximately 42,477. Enrollment by campus/center was approximately:

24,911	Fresno City College
10,459	Reedley College
9,288	Clovis Community College
6,166	Madera Community College
488	Madera Community College at Oakhurst

Note: Totals will not sum because some students attend multiple campuses.

### Fresno City College

Established in 1910, Fresno City College (FCC) was the first of the 116 community colleges in California. The thriving campus is located on 103 acres with historic buildings, a diverse student population, and more than 40,000 students are enrolled each year. FCC offers more than 100 associates in art and science degrees and more than 40 two-year degree tracks in the fields of education, law, military service, medicine, performing arts, public service, and more. FCC trains more nursing students than any other community college in the West, and has trained more than 6,700 fire fighters, law enforcement and emergency medical technicians. For more information, visit the [FCC website](#).

Address: 1101 E. University Avenue, Fresno, California 93741  
 Phone: (559) 442-4600  
 Nickname: Rams  
 School Colors: Red and White

### West Fresno Center

The West Fresno Center offers an array of UC and CSU General Education Transferable Courses, as well as specialized Career Technical Educational programs. From comprehensive Student Services to programs like Medical Assistant-Clinician and Automotive Technology, the Center is committed to empowering students for a successful future. Nestled on 39 acres, the West

spaces, and walking trail equipped with permanent training stations, invite faculty, staff, students, and the community to embrace the outdoors and embrace a healthy lifestyle. More than an educational hub, the West Fresno Center is the pride of our community, bridging the gap for higher education in West Fresno. Dedicated to not only shaping promising futures but also impacting the local community positively through various outreach initiatives and partnerships. More information can be found on the [West Fresno website](#).

Address: 600 E. Church Avenue, Fresno, CA 93706  
Phone: (559) 442-5700

### **First Responders Center**

The campus brings together all Fresno City College first responder programs in one location: Fire and Police academies and the Emergency Medical Training program (EMT). The facility features state of the art training tools including fire training structures, a scenario village for police training, simulation spaces, a running track, EMT training, and a driving pad. More information can be found on the [First Responders Center website](#).

Address: 3300 E. North Avenue, Fresno CA 93725

### **Training Institute**

The Training Institute was established in 1987 to meet the training and education needs of business and industry, as well as, engage in workforce development activities beneficial to the Central Valley. Training activities through the Training Institute most commonly happen one of two ways. Either customized training for incumbent workers at employer worksites, or through fee-based open enrollment programs.

Training Institute programs are not-for-credit, meaning no college credit is earned by the training participants. Selected programs are approved for continuing education units (CEUs) through professional associations or licensing entities. Most college districts in California have a division like TI whereby programs can be developed and delivered in a responsive and flexible manner. Often times this is referred to as “Contract Education” or “Corporate & Community Ed” or “Business & Industry Institute.” The commonality is not-for-credit programs.

Over the years, the Training Institute has delivered customized worksite training for Harris Ranch, Producers Dairy, SC Johnson, POM Wonderful, Saint Agnes Medical Center, Sun-Maid, and many other companies in the Valley. Popular open enrollment programs include: Phlebotomy, Pharmacy Technician, EKG, Farm Labor Contractor Continuing Education. More information about the Training Institute can be found on the [website](#).

Address: 1171 Fulton Street, Fresno, CA 93721  
Phone: (559) 243-7530  
Fax: (559) 499-6019

**Reedley College**

Reedley College (RC) is located in the thriving agricultural region of California's San Joaquin Valley. The campus enjoys the unique combination of urban sophistication and rural values and offers a comprehensive curriculum based on traditional subjects as well as leading-edge technology. Established in May 1926 as Reedley Junior College, College moved to its present site in September 195 on what was once part of the historic Thomas Law Reed Ranch. The College now encompasses 420 acres, including the 300 acre farm adjacent to the main campus. Briefly changes its name to Kings River Community College in 1980, in accordance with the wishes of the surrounding communities, the name Reedley College was restore in July 1998. Today, the college's 43 associate degree programs and 65 certificate programs prepare students for success in an ever-changing, multi-cultural society. More information can be found on the [RC website](#).

Address: 995 North Reed Avenue, Reedley, California 93654

Phone: (559) 683-0300

Nickname: Tigers

School Colors: Black and Orange

**Madera Community College**

The Madera Community College is the newest community college of the State Center Community College District (SCCCD). Madera Community College began offering classes as Madera Community College Center in 1988 in a partnership with Madera High School to meet the needs of the northern part of the district. The campus opened in 1996 on a 114-acre site donated by local landowners. Our modern administration building, located at the center of the campus, includes a library, assembly hall, admissions and records, student services and offices. Our 50-thousand square foot academic village complex houses science, computer, and art laboratories, in addition to a 150-seat lecture hall, classrooms, and administration and faculty offices. Our latest addition is the Center for Agriculture and Technology, a ten-thousand square foot facility that is the home to additional classrooms, plant science lab, and shops for agricultural mechanics, welding, and industrial maintenance, as well as faculty offices and counseling and tutoring space. In July of 2020, the California Community Colleges Board of Governors voted unanimously to recognize Madera Community College as the 116<sup>th</sup> campus of the state's community college system. More information can be found on the [MCC website](#).

Address: 30277 Avenue 12, Madera, California 93638

Phone: (559) 675-4800

Nickname: Mountain Lions

School Colors: Black, Gold and Green

**Madera Community College at Oakhurst**

More information can be found on the [MCCO website](#).

Address: 40241 Highway 41

P.O. Box 1910, Oakhurst, California 93644

Phone: (559) 692-5600

### **Clovis Community College**

The Clovis Community College provides the advantages of a medium-sized community college campus in a friendly and contemporary setting. The college is on tap to become a full-scale campus of the SCCC serving 10,000 students from Fresno, Clovis and the foothill communities with a variety of higher education learning opportunities.

In response to the tremendous growth in the northeast Fresno and Clovis areas, the new 110-acre Willow International Center opened for the 2007 fall semester. The 80,000 square-foot academic center one (AC1) includes a state-of-art computer lab and classroom facilities, as well as: art studio, bookstore, multi-media studio, physics and science laboratories, assembly hall, distance learning classrooms, library, and internet café. Phase II (AC2) of the Clovis Community College includes an additional 80,000 square-foot academic complex that will house allied health and science laboratories, a fitness center, dance studio, library/learning center, student services, offices and classrooms.

A large number of students will attend the Clovis Community College to fulfill their general education requirements and/or prepare for transfer to four-year institutions. In addition to the transfer function, career technical programs leading to certificates and Associate Degrees reflecting the most current job skills and knowledge have been established. High demand occupational programs that will be offered include; Criminal Justice, Child Development, Business, Computer/Information Systems and Multimedia/Graphics.

A \$6 million licensed child care center facility is available on the new campus for high school and college students taking Child Development and Pre-Teaching courses. Funding was secured to construct the state-of-the-art Early Childhood Education Center through collaboration with the State of California, Clovis Unified School District and State Center Community College District.

More information can be found on the [CCC website](#).

Address: 10309 N. Willow Avenue, Fresno, California 93730  
Phone: (559) 325-5200  
Nickname: Crush  
School Colors: Blue, Green & Gray

### **Clovis Community College, Herndon Campus**

Address: 390 W. Fir Avenue, Clovis, CA 93611  
Phone: (559) 324-6400



## Section 2 – Human Resources

<u>Human Resources Staff Members</u>	<u>Extensions</u>
<a href="#">Julianna Mosier</a> , Vice Chancellor, Human Resources	7131
<a href="#">Yong Lee</a> , Executive Assistant to the Vice Chancellor	7132
<a href="#">Jack Kelejian</a> , District Director of Human Resources	7151
<a href="#">Mayra Velásquez</a> , Administrative Assistant to the District Director of Human Resources	7122
<a href="#">Christine Phillips</a> , District Director, EEO/Diversity & Professional Development	7171
<a href="#">Gaby Holguin</a> , Administrative Assistant to the District Director, EEO/Diversity & Professional Development	7172
<a href="#">Frances Garza</a> , Benefits Coordinator	7133
<a href="#">Gabiella Roberts</a> , Provisional, Benefits Technician	7134
<a href="#">Lisa Rocha</a> , Benefits Technician	7130
<a href="#">Paola Zamora</a> , Human Resources Analyst, Classification and Compensation	7140
<a href="#">Reina Kemble</a> , Human Resources Analyst, Employment Disability Accommodations	7156
<a href="#">Sareang Nhim</a> , Human Resources Analyst, Title IX and Investigations	7173
<a href="#">Joshlyn Prado</a> , Human Resources Analyst, Title IX and Investigations	7174
Vacant, Senior Human Resources Technician, Full-Time Academic	7136
<a href="#">Alice López</a> , Provisional, Human Resources Technician, Academic	7142
<a href="#">Breeann Arkelian</a> , Provisional Human Resources Technician, Academic	7144
<a href="#">Jesus Nunez</a> , Limited Term Senior Human Resources Technician, Classified	7154
<a href="#">Nichole Redmond</a> , Limited Term Human Resources Technician, Classified	7135
<a href="#">Sabas Martinez</a> , Systems Analyst	7137
<a href="#">Blanca Soto</a> , Human Resources Assistant	7138

### SCCSD Organizational Chart

Information shared during New Employee Orientation can be found on the [New Hire Hub](#).

### Commitment to Diversity

“The District is committed to the recruitment, employment, and retention of administrators, faculty, and staff members who are dedicated to student success and equity. The Board recognizes that while the definition of “diversity” is always evolving, a focus on equity, diversity, and inclusion in the educational and working environment fosters cultural awareness, promotes mutual understanding and respect, provides suitable role models for all students, and promotes social justice, civility, and non-violence.

The Board is committed to recruitment, professional development, and instructional processes that support the goals of equal opportunity, equity, and diversity and are free of intolerance.” Please see [Board Policy 7100](#) and the District’s [Justice, Equity, Diversity, Inclusion and Equal Employment Opportunities](#) site.

## **Nondiscrimination**

“The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, will provide access to its services, classes, and programs without regard to race, color, ethnicity, national origin, ancestry, immigration status, religious creed, age, gender, gender identity, gender expression, medical condition, pregnancy, sexual orientation, marital status, physical or mental disability, genetic information, military/veteran status, opposition to unlawful discrimination or harassment, or because they are perceived to have one or more of those foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.”

Please see [Board Policy](#) and [Administrative Regulation 3410](#) for more information on nondiscrimination.

## **Equal Employment Opportunity**

“The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of a protected class.

The District strives to achieve a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agrees that a focus on diversity, and equity-mindedness in the academic and workplace environments fosters cultural awareness, mutual understanding and respect, free expression of ideas, suitable role models for students, and promotes social justice, civility, and non-violence.” Please see [Board Policy](#) and [Administrative Regulation 3420](#) for more information on equal employment opportunity.

Please see the District’s [Equal Opportunity Plan](#) for more information.

## **Prohibition of Harassment**

The District is committed to a work and school place free of harassment and discrimination. [Board Policy 3430](#) states in part, “All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.”

For harassment or discrimination to be unlawful it must be based on a person’s membership in a protected class. Protected classes include national origin, race, religious creed, color, national origin, ancestry, immigration status, physical disability, mental disability, medical

condition, pregnancy, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any person, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristic.

Please see [Board Policy](#) and [Administrative Regulation 3430](#) for more information on prohibition of harassment.

## **Classified, Confidential, Classified Management, Faculty and Academic Management**

### **Classified Employees**

[Board Policy 7230](#) defines classified employees as those “who are employed in positions that are not academic positions.” These employees and positions will be known as the classified service. The classified service does not include:

- Substitute and short-term employees, known as provisional appointees, who are employed and paid for less than 126 working days in any one fiscal year, except when the Personnel Commission authorizes successive 90 working days provisional appointments as permitted by the Education Code.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

[Personnel Commission Rule](#) 3-3 defines “Part-time” classified as “A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service.”

### **Confidential Employees**

[Board Policy 7240](#) and [Personnel Commission Rule](#) 1-8 define “Confidential” employees as “those who are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management bargaining positions.”

[Board Policy 7240](#) also notes, “The fact that an employee has access to confidential or sensitive information will not in and of itself make the employee a confidential employee.”

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement. The terms and conditions of employment shall be

provided for by established regulations or Personnel Commission rules.

### **Classified Management**

[Board Policy 7260](#) reads in part, “Classified administrators are administrators who are not employed as educational administrators.”

Classified Management, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

They have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified Management may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment will be consistent with other provisions of these policies regarding employment of classified employees and with Personnel Commission rules.

### **Academic Employees (Faculty)**

[Board Policy 7210](#) defines Academic Employees’ (Faculty) as “persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

**Faculty members** are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.”

“The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time.”

### **Educational Administrators (Academic Management)**

[Board Policy 7250](#) provides the following information regarding **Educational Administrators**; “An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.”

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

“An educational administrator who has not previously acquired tenure as a faculty member in

the District will have the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated...", if the criteria in [Board Policy 7250](#) are met.

The Board may, "with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board of Trustees and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when their appointment or contract expires, notice to an administrator will be in accordance with the terms of the existing contract, established regulations, and the Education Code Section 72411."

## Complaint and Grievance

The **grievance** procedures contained in each of the four collective bargaining agreements are used to address violations, misapplications or misinterpretations of the **agreements**. Please refer to the individual bargaining agreements for specific language/processes.

- [SCFT Full-Time Faculty CBA \(Article 20\)](#)
- [SCFT Part-Time Faculty CBA \(Article 15\)](#)
- [CSEA CBA \(Article 37\)](#)
- [POA CBA \(Article 34\)](#)

Any complaint not covered by the grievance definition shall be resolved through the complaint procedure. Go to our [Justice, Equity, Diversity, Inclusion and Equal Employment Opportunities](#) webpage to find the [District Complaint Form](#).

To request a downloadable and printable form, please contact the District Director, EEO/Diversity & Professional Development at 559-243-7171.

[Administrative Regulation 3450](#) contains both informal and formal complaint procedures to facilitate "prompt and equitable resolution of differences regarding alleged violations of department rules or practices, interpretation of policies and procedures, or any other workplace issues between employees in an effort to maintain good employee relations and professional and courteous working relationships."

A complaint may be filed under [Administrative Regulation 3420](#) when an applicant believes they have suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in their official capacity during the screening, selection or interview process.

Per [Board Policy 3430](#), "All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated... Any student, employee, unpaid intern or volunteer who believes they have

been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in [Administrative Regulation 3435](#). Supervisors are mandated to report all incidents of harassment, discrimination and retaliation that come to their attention.” [Administrative Regulation 3435](#) describes the timely filing of a harassment or discrimination complaint, who is responsible for the intake and processing of a complaint, and where to file a complaint and the appeal process.

## Are We State Employees?

**No.** The District is largely funded by the state, and is regulated by the state, but we are not state employees. We are employees of a local governmental agency. However, eligible employees participate in state retirement programs.

## Dress Code Policy

Although the District does not have a current dress code policy, all employees are expected to dress in business attire appropriate to their position. Additionally, some positions require a uniform. Please check with your department and/or division with questions on specific departmental requirements.

## Employment Disability Accommodations

The [Americans with Disabilities Act \(ADA\)](#) and the [Civil Rights Department \(CRD\)](#) prohibit discrimination against individuals with disabilities and medical conditions that limit a major life activity and require that employers provide disabled applicants and employees with reasonable accommodations.

Under these regulations, the District will do the following:

1. Engage in a timely, good faith interactive process with applicants or employees with known disabilities or when it becomes aware of the need for an accommodation; and
2. Provide reasonable accommodations, if any, for applicants and employees who have a disability or medical condition and are unable to perform the essential functions of their job.

## How to Submit a Request

- To request an accommodation for a disability or medical condition, please submit the completed [Request for Reasonable Accommodation](#) form to **Reina Kemble, Provisional Human Resources Analyst (Accommodations)** at [reina.kemble@scccd.edu](mailto:reina.kemble@scccd.edu) or fax to (559) 499-6006.
- For information on requesting an ergonomic evaluation, please contact [reina.kemble@scccd.edu](mailto:reina.kemble@scccd.edu), Human Resources Analyst (Accommodations).

The District will not request any protected or private medical information from the employee or their healthcare provider that relates to medical diagnosis, treatment plan, medications or genetic information of the individual or family member. Medical or healthcare information provided to the District in connection with the interactive process will be kept confidential in a file separate from the employee's personnel file and shared only with persons who need to know the information in making a reasonable accommodation determination or as permitted or required by law.

The Human Resources Analyst (Accommodations) will manage and respond to requests for reasonable accommodations as soon as possible.

After a request for accommodation has been made and the existence of a qualifying disability is confirmed by a healthcare provider, the next step in the interactive accommodation process is to determine what, if any, reasonable accommodation should be provided. All accommodation requests are handled on a case-by-case basis.

If a request for accommodation is denied, the denial and reason for the denial will be communicated to the employee requesting the accommodation.

### **The Interactive Process**

During the interactive process, the Human Resources Analyst (Accommodations) will facilitate the process and support the individual requesting the accommodation and the District in identifying possible reasonable accommodations.

An interactive process and accommodation discussion includes reviewing the employee's job description and job duties, reviewing the employee's workplace restrictions or functional limitations and having an open discussion about what accommodations may be effective in meeting the individual's needs to successfully meet the requirements of the job or enjoy equivalent benefits and privileges of employment as non-disabled employees.

If a reasonable accommodation cannot be identified or if the employee poses a risk to themselves or to others, accommodations such as a leave of absence, disability retirement, and/or an alternative work assignment may be explored. For more information, please refer to [Administrative Regulation 7348](#) Employment Disability Accommodations.

### **Lactation Accommodation**

The District will provide a reasonable amount of paid and unpaid breaktime to accommodate an employee desiring to express breast milk for the employee's infant child. The breaktime will, whenever possible, run concurrently with any breaktime already provided to the employee. Breaktime for an employee that does not run concurrently with or is in addition to the regularly provided breaktime authorized for the employee, will be unpaid. The District will make reasonable efforts to accommodate the employees by providing an appropriate room or other

location to express milk in private. The District will attempt to find a lactation support room in close proximity to the employees' work area and ensure the room will be in compliance with state law. For more information, please refer to [Administrative Regulation 7349](#) Lactation Accommodation.

### **Requesting Lactation Accommodation**

1. At least two weeks prior to returning to work, or as soon as possible, the employee must contact the [Human Resources Analyst \(Accommodations\)](#) to inform the District of the employee's desire to use a lactation support room.
2. The Analyst will work with the facilities department at the respective campus/location to arrange a lactation support room in close proximity to the employee's work area.
3. The Analyst will inform the employee of their rights and responsibilities for use of the lactation support room, its location, and the location of the key to access the room.
4. The Analyst will inform the employee's supervisor of the employee's need for accommodation pursuant to the administrative regulation, and the requirement to allow the employee to take reasonable paid and unpaid breaks to express milk as frequently as needed.
5. The employee must arrange with their supervisor appropriate breaktimes during the workday to express milk. The breaks, whenever possible, should coincide with the employees' regular paid breaks and unpaid mealtime.
6. The employee must inform their supervisor when they need breaktime in addition to, or instead of, those times that coincide with their regularly provided breaks. The employee will not be paid during breaktime taken that does not run concurrently, or is in addition to, their regularly paid breaks. The employee is also to notify their supervisor when they will be away from their regular work area.
7. The employee is responsible for providing their own breast pump, storage containers or other equipment needed.
8. If the District cannot provide breaktime or a location that complies with state law, the Analyst will provide a written response to the employee.

### **Transitional Duty Program for Work Related Injuries**

Following a work-related injury or illness, the District **may** offer a transitional duty assignment, if one is available. Transitional duty assignments, also known as modified duty or light duty, are temporary changes in an employee's job or employment condition imposed by a medical doctor as a result of an industrial injury/illness that prevents them from performing all the tasks of their usual and customary occupation. The ADA/FEHA does not require an employer to create a "light duty" position unless the "heavy duty" tasks an injured worker can no longer perform are marginal job functions. These non-essential job functions may be reallocated to co-workers as part of a job-restructuring reasonable accommodation.

The District is not required to permanently allow the employee to remain in the transitional duty (modified duty/light duty) assignment position if it requires the District to make a new



position. FEHA requires the employer to make reasonable accommodation(s) for an employee's known physical or mental disabilities unless the accommodation would cause the employer "undue hardship." If an employee cannot be accommodated in their existing position, the employer must make an effort to determine whether another position is available for which the employee meets the minimum qualifications and can perform the essential functions of the position with or without reasonable accommodation. However, FEHA does not require an employer to reassign an employee if there is no available vacant position. FEHA does **not** require an employer to transform a temporary light duty assignment into a permanent assignment to accommodate a disabled employee.

## **Personnel Files**

[Administrative Regulation 7145](#) states "Every employee has the right to inspect personnel records pursuant to the Labor Code and applicable collective bargaining agreement provisions." Personnel file reviews are scheduled by contacting the Human Resources Office staff.

"Information of a derogatory nature will not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. Employees have the right to submit comments and the written response will be attached to the derogatory statement."

Except in cases where derogatory information is being entered, the employee will not have the right to inspect personnel records at a time when the employee is actually required to render services to the District, except if the individual is a peace officer.

"Nothing in this procedure will entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview."

Please see [Administrative Regulation 7145](#) for more information on Personnel Files.

## **Parking**

### **Effective Days and Hours of Enforcement of Parking**

Per [Board Policy 6750](#) – Parking, the State Center Community College District Police Department may enforce parking regulations and restrictions, seven (7) days a week, 24 hours a day.

Please see [Administrative Regulation 6750](#) for more information on parking.

### **Parking Meters and Permit Dispensers Effective Days and Hours of Enforcement**

Parking permits are available for purchase online through the Parking Management Bureau

at: <http://mycampuspermit.com/>. You may also make a cash purchase of a parking permit from the cashier's office on your campus. Parking permit fees are established in accordance with [Board Policy 5030 Fees](#).

Fall & Spring Semesters Permit Fee	Summer Permit Fee	Total Yearly Permit Fee Cost
\$30 per Semester	\$20	\$80

## Sexual Harassment and Discrimination Prevention Training

California law requires that District managers complete two hours of interactive harassment prevention within six months of hire, and then again, every two years. We allow managers to flexibly schedule the training, which can be completed in parts, according to their own schedules.

All new, non-supervisory employees will be provided with one-hour of sexual harassment and discrimination training and education within six months of their employment with the District. Thereafter, the District shall provide sexual harassment training and education to each employee once every two years.

Seasonal and temporary employees, or any employee that is hired to work for less than six months, shall be provided sexual harassment training within 30 calendar days after the hire date or within 100 hours worked, whichever occurs first.

## Valuable Links

### Board Policies and Administrative Regulations

Academic Employees .....	<a href="#">BP 7210</a>
Accommodations .....	<a href="#">AR 7348</a>
Catastrophic Leave.....	<a href="#">AR 7345</a>
Classified Administrators, Supervisors and Management.....	<a href="#">BP 7260</a>
Classified Employees.....	<a href="#">BP 7230</a>
Commitment to Diversity.....	<a href="#">BP 7100</a>
Compensation .....	<a href="#">AR 7130</a>
Complaint Procedure .....	<a href="#">AR 3450</a>
Confidential Employees .....	<a href="#">AR 7240</a>
Discrimination and Harassment Complaints .....	<a href="#">AR 3435</a>
Duties and Responsibilities of Instructors .....	<a href="#">AR 7122</a>
Educational Administrators .....	<a href="#">AR 7250</a>
Employee Performance Evaluations.....	<a href="#">AR 7150</a>
Equal Employment Opportunity .....	<a href="#">AR 3420</a>
Lactation Accommodation.....	<a href="#">AR 7349</a>
Leaves.....	<a href="#">AR 7340</a>
Nondiscrimination.....	<a href="#">AR 3410</a>
Parking .....	<a href="#">AR 6750</a>

Personnel Files .....	<a href="#">AR 7145</a>
Prohibition of Harassment .....	<a href="#">AR 3430</a>

### Collective Bargaining Unit Agreements

#### Classified Employees

##### California School Employees Association (CSEA)

- [Classified Employee Contract \(2023-2026\)](#)

##### Peace Officers' Association (POA)

- [Peace Officer Contract \(2023-2025\)](#)

#### Academic Employees

##### State Center Federation of Teachers (SCFT)

- [Full-Time Academic Contract \(2022-2025\)](#)
- [Part-Time Academic Contract \(2022-2025\)](#)

### Personnel Commission Rules (Classified, Confidential and Classified Management Only)

### Salary Schedules

- [Academic Management](#)
- [Classified Management](#)
- [Classified Employees](#)
- [Confidential Employees](#)
- [Full-Time Faculty](#)
- [Part-Time Faculty](#)
- [Peace Officers](#)

### Health Benefits and Resources site

[Workers' Compensation](#) site (for workplace injury/illness)

### Leaves

[Family Medical Leave Act \(FMLA\) Poster](#)

[California Family Rights Act \(CFRA\)/Pregnancy Disability Leave \(PDL\) Poster](#)

[Catastrophic Leave](#)

- Classified Employees - [Article 20, Section 2. Catastrophic Leave](#)
- Peace Officers - [Article 21, Section 2: Catastrophic Leave](#)
- Full-Time Faculty - [Article 18-A and B](#)
- Part-Time Faculty - [Article 14](#)
- Management & Confidential Employees - [AR 7345](#)

### [Holiday Schedules](#)

<https://www.sccd.edu/departments/educational-services-and-institutional-effectiveness/index.html>

## Section 3 – Personnel Commission

### History of SCCC District Personnel Commission

The State Center Community College District was established in 1964 and the Merit System was adopted shortly thereafter by the District in 1966 by an election of the classified employees. The Merit System grants the Personnel Commission of the State Center Community College District the responsibility of establishing rules and regulations that provide for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness. This is demonstrated by competitive examinations and performance. In addition, the Personnel Commission is responsible for the classification and reclassification of positions and serves as an appeal body for disciplined classified employees.

### What is a merit system?

The fundamental purpose of the Merit System is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness.

According to the California School Personnel Commissioners Association (CSPCA), the principles of personnel administration include:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

### Personnel Commissioners

The Personnel Commission is comprised of three individuals who must be registered voters, reside in the State Center Community College District, and be “known adherents to the principles of the Merit System.” One member of the Commission is appointed by the Board of Trustees, one member is appointed by the exclusive representative for classified employees (CSEA), and the third member is appointed by the other two members of the Commission. The term of office

for each of the commissioners is for a three-year period. The terms of office are staggered so that no more than one Commissioner term expires in each year.



**Bradley Tahajian**, Chair, is a Lead Appellate Court Attorney with the California Court of Appeal where he specializes in workers' compensation, disability, and related employment matters. He became familiar with public employment by serving as an executive fellow with the State Department of Personnel Administration, and later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian has attended classes at Fresno City College and earned a bachelor's degree in economics from University of California, Los Angeles (UCLA), a law degree from UC Law San Francisco (formerly UC Hastings), and a legal master's degree in tax with an emphasis in employee benefits from the University of San Diego. He also holds certifications in Human Resources from the Society for Human Resources Management (SHRM) and the Human Resources Certification Institute (HRCI).



**Isabel Barreras**, Vice-Chair, has served in many leadership capacities in public education, including serving on the California Community Colleges Board of Governors and the SCCC Board of Trustees. She most recently served as the Director of Classified Personnel for the Madera Unified School District Personnel Commission until she retired in August 2024. Her additional leadership positions have included Program Manager for the California Hispanic Chamber of Commerce and Chair of both the California Community College Trustee Association and the Community College League of California. Ms. Barreras was inducted into the 2013 Arte Américas Muro De Honor, acknowledging her dedicated support, personal contributions, and extensive collaboration with other organizations to bring a new awareness of Latino arts and culture. Ms. Barreras received her master of public administration from the National University in San Diego and her bachelor of arts degree from California State University, Fresno, after attending Reedley College.



**Joseph Hebert**, Commissioner, began his term in December 2020. Hebert earned his Master of Public Administration and Bachelor of Arts degrees in political science/sociology at San Jose State University. Hebert is a strategic business management executive with experience in operational leadership and global business. He is currently the Director of Parks and Community Services with the City of Madera. Joseph also serves the City of Clovis as a member of the Planning Commission. He previously served as the Executive Director of Fresno's Comprehensive Addiction Program Inc. Hebert's work experience includes employment with Olam SVI, Schneider Electric, Pelco, Hewlett-Packard, and Apple Computer.

## **Commission Staff**

The District Director of the Personnel Commission and Classified Employment (District Director) and staff carry out the day-to-day responsibilities of the Personnel Commission. The District Director acts as Secretary of the Personnel Commission, issues and receives notifications on its behalf, and prepares an annual report which is sent by the Commission to the Board of Trustees. The Personnel Commission staff includes:

**Samerah Campbell**, District Director of Personnel Commission & Classified Employment

**Jame Yang**, Human Resources Analyst

**Anthony Camacho**, Human Resources Specialist

**Jessica Baros**, Human Resources Specialist

**Jennifer Echeveste**, Human Resources Assistant

**Ariel Perez**, Student Worker III

## **Personnel Commission Rules**

Personnel Commission Rules pertain to the classified service regarding such matters as applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examination, rejection of unfit applicants without competition, and any other matters deemed necessary by the Commission to ensure the efficiency of the classified service and the selection and retention of employees upon a basis of merit and fitness. If you are a member of a collective bargaining agreement, your agreement takes precedence over the personnel commission rules if the subject matter has been negotiated.

## **Recruitment & Selection**

### **Job Announcements, Advertising, Testing, and Eligibility Lists**

When an existing or anticipated vacancy occurs and an appropriate eligibility list does not exist, the Personnel Commission announces each examination on a Position Announcement. The Position Announcement includes the title, class, location (if specified), the scope of duties, responsibilities, qualifications, and requirements of the position. It also lists the salary, benefits and other compensation, the closing date for filing applications and the types and weights of examinations to be given. The Personnel Commission determines the standard of proficiency to be required for each examination and conducts and scores the various types of examinations that are given. Examinations may range from written, practical demonstration of skill, oral board panel evaluation and/or other tests of fitness as determined by the Commission. After an examination, the names of successful competitors are arranged in order of examination score, which is then forwarded to the hiring manager where the top three ranks will be contacted for an interview. Eligibility lists remain valid for 6 months to 1 year, and may be extended for up to 1 year, as determined by the Personnel Commission, and assuming that there are at least 3

eligible competitors remaining on the list.

**\*\*TIP:** Many civil service exams have study guides at your local library. They are entitled ARCO books in the reference section and are divided by similar job families such as clerical or law enforcement exams. These reference books give study tips, sample tests and answer keys to help you prepare for some exams. These books are not comprehensive or representative of the specific tests we administer but are meant to be a study aide. **\*\***

### **Temporary Employees**

More commonly known in the District as a “Provisional Employee.” When no eligibility list exists for a position in the classified service, an employee may be placed “provisionally” into a vacant position while recruitment takes place. The Provisional Employee may not exceed 90 working days (or 126 working days with approval from the District Director of Personnel Commission and Classified Employment) in any one fiscal year.

### **Limited Term Employees**

An employee who is serving as a substitute for a regular employee or serving in a position established for a limited and specified period of time of six months or less. EX: A limited term employee would serve in a position that is vacant due to the regular employee being absent due to medical or extended leave, or in a grant-funded position which exists for a limited period of time.

### **Classification of Positions**

The Personnel Commission is tasked with developing and maintaining a “Classification Specification” (job description) which is a formal statement of duties and responsibilities of the position(s) in the class, listing examples of typical tasks, as well as the qualification requirements for employment in the position(s) in the class. Classification specifications are developed and maintained using surveys of local agencies with similar positions, current staff and managers, in tandem with the District Human Resources Department and CSEA. In 2018/19 a complete classification study was completed of all the classified classification specifications. The classification specifications will be reviewed on a rotating basis. Please visit [Classification Maintenance](#) for more information about this process.

### **Job Description**

A statement of duties and responsibilities comprising the work assigned to a position.

Personnel Commission staff also conduct job analyses, working out of class and reclassification studies.



## Appeal Body to Classified Employees

An “Appeal” is a request for review by an employee relative to an administrative decision of suspension, demotion or dismissal. Employees have rights to have an Appeal Hearing before the Personnel Commission for a disciplinary action. The Appeal Hearing is a full evidentiary hearing, and employees have the right to present all evidence and testimony on his/her behalf and have the right to representation. The Personnel Commission may sustain or reject any or all of the charges or disciplinary action invoked against the employee, however, the Commission may not invoke more stringent discipline against the employee than that invoked by the Board of Trustees.

## Annual Report

Each year, the [Personnel Commission](#) releases an annual report of its activities for the fiscal year. You can view the latest annual report on the Personnel Commission website under the [Annual Reports](#) section.

Please see Classified job opportunities located on [School Jobs](#).

You can also follow us on social media at:

**Facebook:** @scccd.careers

**Instagram:** @scccd.careers

**Twitter:** @scccdcareers

## Section 4 – Information Technology

### Contact Information for Technology Directors

We are the overall heads of information technology for DO, FCC, CCC, RC, MCC. Please contact us if your local help desk can't solve your problem, or if you have a suggestion for improving the Information Technology portion of this handbook.

- District Office
  - Don Lopez, District Chief Technology Officer; don.lopez@scccd.edu
  - Andrew Prestage, District Director of Information Systems: responsible for enterprise applications such as Colleague; [andrew.prestage@scccd.edu](mailto:andrew.prestage@scccd.edu)
  - Kevin Miller, District Director of Enterprise Technology Architecture: responsible for district-wide enterprise technology, network infrastructure, and information security; [kevin.miller@scccd.edu](mailto:kevin.miller@scccd.edu)
- Fresno City College - Jennifer Laval, Director of College Technology: responsible for FCC's PCs, audiovisual; FCC help desk x5770; personal x2227; [jennifer.laval@fresnocitycollege.edu](mailto:jennifer.laval@fresnocitycollege.edu)
- Reedley College – Dan Demmers, Director of College Technology: responsible for RC PCs, audiovisual; personal x5365; [daniel.demmers@reedleycollege.edu](mailto:daniel.demmers@reedleycollege.edu)
- Clovis Community College - Teng Her, Director of College Technology: responsible for CCC's PCs, audiovisual; personal x5292 [teng.her@cloviscollege.edu](mailto:teng.her@cloviscollege.edu)
- Madera Community College- Ricardo Alvarez, Director of College Technology: responsible for MCC's PCs, audiovisual; personal x4847 [ricardo.alvarez@maderacollege.edu](mailto:ricardo.alvarez@maderacollege.edu)

### My Portal

#### Description

Single point of access to common applications, resources, and links. Once logged into the portal, many of the applications such as Canvas, Self-Service, and WebAdvisor can be accessed without further authentication. Communications Preferences system allows Self Service Password Reset, as well as signing up for emergency notifications and optional communications channels.

#### Access

Accounts are created automatically from Colleague every 24 hours Monday through Friday.

#### Training

While there is no formal training is provided at this time, tutorials on how to use features of the

portal can be found on the [My Portal webpage](#)

### **Who to call for help including password resets**

All users are encouraged to sign up for Self Service Password Reset (SSPR) via the MyPortal before they have an issue. If you get locked out of your account and aren't in SSPR, you'll need to contact your [local campus helpdesk](#) for technical assistance logging in.

### **System Maintenance**

The servers are maintained by the District Information Systems. System issues should be reported to Paul Rentfrow at x7344.

**Author of this section (contact with questions/suggestions): Paul Rentfrow**

### **Colleague, WebAdvisor, and Self Service Overview**

Descriptions of Colleague, WebAdvisor, and Self Service. What each does, and how they relate to each other.

#### **What's Colleague?**

Colleague is the software used by entities within the State Center Community College District to manage and maintain data in support of academic and business practices. Users of Colleague include Admissions & Records, Financial Aid, Student Life, Business Office, Human Resources, Payroll, Information Systems, and Purchasing. Data in Colleague is maintained through the use of the Colleague User Interface and is entered in real-time. This ensures that anyone accessing Colleague is presented with the most recent information. The information in Colleague is shared through WebAdvisor, Self- Service, Ellucian Mobile, and other applications needing access to real-time institutional information.

#### **What's WebAdvisor / Self Service?**

WebAdvisor / Self Service are end-user focused applications for accessing Colleague data. If you are an employee of the District, you are automatically granted access. These applications allow access your pay stubs, W2s, leave balance, and much more. The District is currently migrating from WebAdvisor to Self Service. As the migration progresses, functions that were previously available in WebAdvisor will link you to Self Service. (NOTE: one part of WebAdvisor, the "budget summary" part, *does* have a special permissions request form (available on the District's Intranet site forms section) to define which parts of the District's budget your manager wants you to be given access to.)

#### **Who takes care of the Colleague System?**

The Information Systems department at the District Office has primary responsibility for the system: hardware, software, patching, troubleshooting, and integration with other systems.

## Training sources

The District maintains a manual on some basic Colleague usage on the [help](#) page. More specific information regarding a specific functional area (e.g., Financial Aid) would be best obtained from experienced staff in that area. Many screens, shortcuts, relationship with business practices, and so on have not been specifically documented yet.

For formal training, the District has an unlimited 24/7 training contract with Ellucian usable by all District employees. To gain access, go to the [Ellucian website](#) and select “Request a login now” from the screen at right. While signing up for access, you’ll need to enter the SCCCD client ID when requested: S85.

Ellucian also offers documentation on their web site and training at sites and events around the country. All those options may be viewed and scheduled at [www.Ellucian.com](http://www.Ellucian.com).

## Getting Access to Colleague And its Data

### How do you get access to a particular screen?

The data in Colleague is protected by a variety of mechanisms to ensure only those with a legitimate need are able to access or change it, as appropriate. Each functional area defines who should have what kind of access, since it is the functional area that in general creates and interprets the data in its area. E.g., for financial data, the VC of Business (or his/her delegate) must approve any request for access to sensitive payroll data. The currently active functional areas, and their owners, are:

Human Resources: Vice Chancellor, HR (Julianna Mosier)

Student Records: Vice Chancellor, Ed Services & Institutional Effectiveness (Dr. Rob Frost)

Finance (incl. payroll): VC of Finance and Administration (David El-Fattal)

For screen access: fill out the security form found at the SCCCD Employee Resource Hub (accessed via MyPortal), have your dean or above sign it, and send it to the IS Department, attn. Andy Prestage.

### *What kinds of screens are there?*

Colleague has hundreds of screens for purposes ranging from address changes, to payroll, to course section creation, to purchase order entry. What you’ll need access to (if anything) depends on the nature of your position. For managers, even if you have no other reason to use UI, you may want to get access to the “XPS2” screen so you can easily see the leave balances for all your assigned personnel.

### How do you get access to raw data?

For Colleague **integration with an external program** (e.g. for an automated recurring download of data into a program like SARS): fill out the data request form found at the Info Systems web site, have your manager sign it, and send it to the IS Department, attn. Kevin Miller. If it appears

your request will take more than 40 hours of programmer effort, Kevin will help you bring your request to the District-Wide Technology Steering Committee for consideration and approval. If the data is of a sensitive nature, you must also receive approval from the functional area data owners listed in the “screen access” section above.

**For ad hoc purposes:** start by discussing your need with your local institutional research staff. They may already have what you need, or be able to quickly use SQL on the DO data warehouse to get it for you. You can also take a course in SQL (see training section above) if you’re a power user with a regular need for Colleague data. If you don’t know exactly what you need: contact Kevin Miller for discussion and recommendations. If the data is of a sensitive nature, you will need to receive approval from the functional area data owners listed in the “screen access” section above.

Access to data will be reviewed for Data Governance best practices. More information on any data sharing, data elements, and purpose for the project may be requested and reviewed prior to approval.

## WebAdvisor

**How to get an account:** All employees should have an account by default. If you don’t, send an email to [help@scccd.edu](mailto:help@scccd.edu), or call the IS Department Help Desk at x4357 (Help).

**Password reset:** WebAdvisor is a single-sign-on application. Access WebAdvisor via MyPortal. Once you’ve provided a backup email address within the communications preferences panel in MyPortal, you can reset your password yourself at any time. If you’ve gotten locked out and haven’t signed up for password resets via MyPortal, contact your local IT department for assistance.

**Access to “Budget Summary” screen:** all employees have access to all WebAdvisor employee functionality automatically, with one exception: The Budget Summary screen. That screen gives managers the ability to see up-to-the-minute expenditures, totals, and remaining balances for their area of responsibility. It also allows the user to drill down to get additional expenditure detail, all in an easy-to-use web format. Before you’ll be allowed to use the Budget Summary link for the first time, you’ll need to submit the request form found at the Info Systems web site to the IS Department, attn. Kevin Miller.

**Who to call for help:** email to [help@scccd.edu](mailto:help@scccd.edu), or call the IS Department helpdesk at (559) 244-4357 (help)

## Colleague Account

**How to get an account:** Submit the request form (available on SCCCD Employee Resource Hub accessed vi MyPortal) to the IS Department. You’ll then be able to login to Colleague via MyPortal. Colleague is not yet Single-Sign-On (coming soon), but does use the same username and password as MyPortal and all other SSO applications.

**Who to call for help including password resets:** The Colleague system is active directory integrated and will use the same user-id and password that you use for your network access and MyPortal. If you have not yet signed up for Self Service Password Reset via MyPortal, you'll need to contact your local campus helpdesk for assistance.

## E-mail

**Training:** training for our District's e-mail system is available from the Classified Professionals training team. The District is in the middle of a transition from Microsoft Exchange running on servers managed by the Information Systems department, to the cloud hosted Microsoft Office365.

**Outlook vs. OWA:** Outlook is what you'll use on your PC / laptop when at the office and connected to the District's network. OWA (Outlook Web Access) can be used from anywhere. To access OWA, go to the [SCCCD website](#) or your campus website. Click on My Portal, Sign In and click on the "Staff Email" link under My Favorite Apps. When your account is transitioned from our legacy mail system to Office365, the MyPortal link will automatically be updated to send you to the Office365 web-based mail client (now called Outlook on the Web).

**Spam:** if you're getting spam in Outlook, you can block specific senders, block sending domains, and increase the spam sensitivity of Outlook at your own discretion. Outlook training covers how to do these things, or you may use the built-in training features in Outlook by clicking F1 for help, typing in "spam" to the search box, and following prompts that follow. Any e-mail delivered to your work e-mail account that has been scanned harmful, may have a "[Possible Harmful Content]" message appended to the subject line.

## Telephones

**What kind of phone system do we have?** The District has a Cisco Voice over IP (VoIP) system.

**How do I get training?** Some basic training and documentation are available from your local technology support. Or you may call the IS Dept. help desk at (559) 244-4357.

## Canvas

**Description:** Canvas is the SCCC's Learning Management System. The software is hosted with AWS (Canvas). The system is used for Courses for the entire district.

**Access:** Accounts are created automatically from Colleague every 24 hours Monday through Friday. If accounts are not created for any reason the user can contact the individuals listed in the Contact section below. Canvas is accessed as a Single-Sign-On application from MyPortal.

**Training:** Training is provided by the campuses. At FCC the contact persons listed below are also the primary trainers for the system. Training occurs throughout the semester and on flex day.

**Contact(s):**

FCC – Jodie Steeley, Jon Wilson

RC– Amanda Taintor

CCC – Teresa Ishigaki

MCC – Antoinette Aizon

**System Maintenance:** the servers are hosted and maintained by the hosting service.

**Classroom technology support**

**Classroom tech support**, including lecture capture, Canvas, training, new orders, repairs, and acquiring additional software, are handled at the campus level. Please contact your local campus tech support for assistance.

**PCs (including laptops, tablets, etc.)**

**PC support**, including training, new orders, repairs, and acquiring additional software, are handled at the campus level. Please contact your local campus tech support for assistance.

**Copiers**

**Description:** Copiers at the campuses and district are multi-function devices provided through the Ray Morgan Company. Current lease agreement was for five years and is based upon features and per copy pricing. Decisions on models for each area were based upon previous copy machine usage per department and function needed by each department. Most copiers have color & B/W copy and printing functions, and network scanning and printing capabilities. Approximately 50% have FAX capability.

**Access:** Individual copy codes for access are created by the departments. Network scanning and printing access are based upon Active Directory (AD) group permissions. AD permissions are created by the IS staff at the campuses and district.

**Training:** Training is provided by the campuses by identified individuals. Contact persons listed below are trainers for the system.

**Contact(s):**

FCC – Jennifer Laval

RC – Dan Demmers

CCC – Teng Her

MCC– Ricardo Alvarez

District Office – Carlos Calderon

**System Maintenance:** The systems are maintained by the Ray Morgan Company.

**Lease Agreements:** District office purchasing.

### **Smartphones (iPhone and Android)**

**Description:** mobile access to email and calendaring is available for iPhones and Android-based phones. Each model has slightly different configuration parameters; contact your campus IS staff for assistance.

**Access:** permission configuration is maintained by the campus and district IS staff.

**Training:** no formal training is provided. The campus IS staffs assist faculty/staff with required configuration parameters.

**Contact(s):**

[Support for Faculty and Staff](#)

### **How to acquire new systems (HW and SW)**

**Description:** Hardware acquisition is dependent upon function and impact to the District or Campus. Standards have been established for various systems. Systems are requested through the IS Director for the District Office and through the Directors of Technology at the campuses.

Copiers: Canon - District and Campuses, standards established

Servers: Dell/HP – District and Campuses, standards established

Desktop PC's: Dell/Apple – District and Campuses, standard established

Video Conferencing: Avaya – District and Campuses, standard established

Audio/Visual Equipment: varies – District and Campuses, standards established by the campuses

**Training:**

Colleague: on-line training as described earlier; also, District IS staff and campus-designated staff by department or area.

Enterprise Email: District IS staff and campus Technology staff.

Student Email: Campus Technology staff and Student Help Desk.

**Contact(s):**

Colleague: District Office IS staff.

Enterprise Email: District Office IS staff.

Student Email: Student Help Desk



## How to acquire new applications (including PC-based)

**Description:** Software applications can range from enterprise wide use to individual staff functions and course specific functions. Enterprise wide software is vetted through the IS Directors, campus and district administration, and the District Technology Advisory Committee (DTAC). Course software is requested through processes on campus and typically includes formal requests by the division supervisor.

Colleague: supported by DO IS staff

Employee E-mail: Microsoft Exchange – infrastructure supported by DO IS staff; accounts are created as part of the onboarding processes for new employees.

Student E-mail: Accounts are created by an automated process during the application process.

Document Imaging: OnBase – both DO employees and campuses have access

**Training:** training is dependent upon the type of software.

### Contacts:

FCC: Jennifer Laval

RC: Dan Demmers

CCC: Teng Her

MCC: Ricardo Alvarez

District Office: help desk at x4357

**Licensing:** mostly campus specific. There are several instances where we purchase collaboratively as a district, e.g. Microsoft, Adobe, Canvas, Sophos Anti-Virus.

## Home-Use Products

Microsoft Office is available for download from the Office365 dashboard, reachable from [MyPortal](#)

[Journey Ed](#)

[Lenovo](#)

[CDWG](#)

[Foundation for California Community Colleges](#)

[Apple](#)

Also – see the campus websites for a link called “Faculty/Staff Purchases” for latest additions

## Snapshot of technology governance processes

**Campus Technology Advisory Committees (TAC):** each campus has a TAC. The TACs help to make decisions, set policy, and make recommendations to the District-level Technology Steering Committee on issues that require District-wide agreement and Chancellor’s Cabinet-level

approval. For details on participation, membership, etc. consult your campus Director of Technology.

**District Technology Advisory Committee (DTAC):** The District Technology Advisory Committee serves as the highest-level body for deliberation on technology issues District-wide. It has no direct authority, but rather makes recommendations for action to the Chancellor's Cabinet. It is the primary body concerned with creation of the District Technology Plan and other related documents that guide the District's use of technology. For more information, contact the office of the District Director of Information Systems.

The District Technology Plan recommends the establishment of several new committees and some process changes. Stay tuned for announcements as these governance improvements are implemented.

Maintainer of this section (contact with questions/suggestions): Kevin Miller

## Section 5 – Accounting

### District Office Finance/Accounting Department – Contact List

<b>Accounting</b>	Email	<a href="mailto:accounting@scccd.edu">accounting@scccd.edu</a>
Glynna Billings	X7212	District Accounting Manager
Katelyn Routt	X7214	General Fund, Special Rev, Capital Projects, Budget
Teng Vang	X7213	Grants and restricted programs, Expenditure Transfers
Amanda Gee	X7242	Capital Assets, Equipment, Email changes to <a href="mailto:assets@scccd.edu">assets@scccd.edu</a>
<b>Accounts Receivable</b>	Email	<a href="mailto:accounting@scccd.edu">accounting@scccd.edu</a>
Savanhnary Vongthongdy	X7215	Cash Receipts, Accounts Receivables, Bank and County Reconciliations, Drawdowns
<b>Accounts Payable</b>	Email	<a href="mailto:payables@scccd.edu">payables@scccd.edu</a>
Susan Dana	X7221	Dept. Lead, Construction, Travel, Recurring Payments, Sales Tax, 1099 Reporting
Kimberly Gutierrez	X7222	Vendors A –L
Michelle Martin	X7223	Vendors M-Z
Eleuterio “Eleu” Rodriguez	X7225	Large Volume Vendors. Pay in Advance
Ana Munoz	X7227	Utilities

All district contacts are available in the online [SCCCD Phone Directory](#).

The following link takes you to the District’s internal website where you have access to various departmental policies and forms. [Employee Resource Hub](#)

### Colleague General Ledger Account Structure

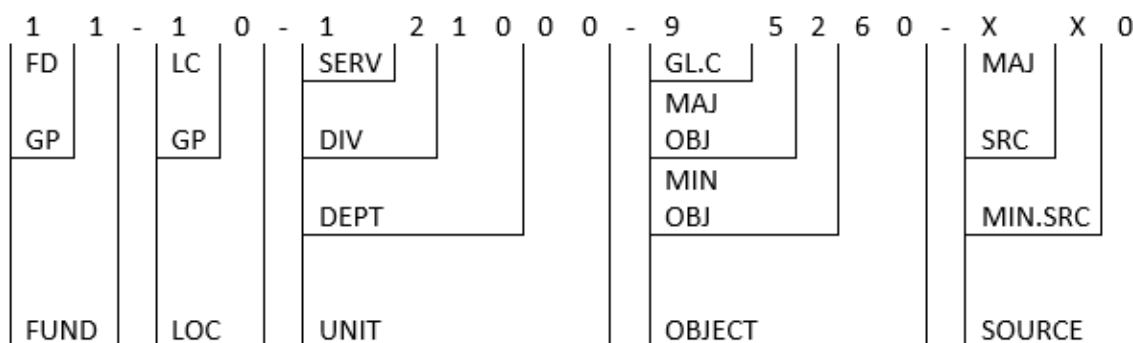
There are five components to the GL account number (with a delimiter “-” between each component). Fund - Location - Unit - Object - Source.

Inquiry screens:

- AHST - GL Account History Inquiry
- ACBL - GL Account Balance Inquiry

When using account number lookup within Colleague, you must eliminate the dash “-”.

## ACCOUNT NUMBER STRUCTURE



## Fund (2 Digits)

The District receives funding from various sources. The two most frequently used Funds are:

- General Fund-Unrestricted (Fund 11) – Operating fund that we receive from the State for general operating expenditures (such as salaries, benefits, supplies, travel etc.).
- General Fund-Restricted (Fund 12) – Categorical fund that we receive from Federal and State sources, such as DSP&S, or EOPS.

## Location (2 digits)

Identifies the LOCATION within the District:

- 10 District Office
- 20 Fresno City College
- 21 Fresno City College, First Responders Campus
- 23 Fresno City College, West Fresno Campus
- 30 Reedley College
- 40 Madera Community College
- 46 Madera Community College at Oahurst
- 50 Clovis Community College

## Unit (6 digits)

Unit identifies then specific organizational instructional activity or cost center. The UNIT is broken down as follows:

- First digit is Service Area (1 is College President Services, 2 is Instructional Services, 3 is Student Services, 4 is Business & Admin Services, 8 is District Offices).
- The first two digits identify the Division (such as '22' Learning Resources).
- The first four digits identify the Department (such as '2210' Learning Resource Center).
- All six digits identify specific Units (such as '221010' Library).

### Object Codes (5 digits)

Object Codes identify specific activities.

The first digit identifies the GL Class:

- 1 = Assets
- 2 = Liabilities
- 3 = Fund Balance
- 8 = Revenues
- 9 = Expenditures

The first two digits for Expenditures (9) identify specific expenditure types:

- 91 – Payroll Certificated Salaries
- 92 – Payroll Classified Salaries
- 93 – Payroll Benefits/Taxes
- 94 – Supplies & Materials
- 95 – Other Operating Expenses
- 96 – Capital Outlay
- 97 – Other Outgo (Transfers)

#### *Sample Expense Object Codes Frequently Used*

- 94410 Office Supplies
- 95225 Equipment Repair & Maintenance
- 95310 Travel & Conference
- 95530 Contracted Labor
- 96510 Instructional Equipment LT \$5,000 per item
- 96512 Instructional Equipment GE \$5,000 per item

### Source (3 digits)

Identifies the Source of funding. Generally, a source code that starts with the letter 'C' is from the State of California. The letter 'F' indicates Federal funding. The District's general funding is indicated by the designation 'XX0' (alpha-alpha-number).

### Chart of Accounts Components

The District has in excess of 100,000 account code strings.

The Chart of Accounts can be accessed on the SCCC Employee Resource Hub by clicking on the specific component you wish to view: [Chart of Accounts](#).

## Budget/Expenditure Transfers

The [Budget Expense Transfer form](#) are available online. A unique transfer number is created when the form is downloaded from the district's Employee Resource Hub. Do not save the form to use for a later time, as this will create duplication issues with the transfer numbers assigned.

## Budget Transfer Procedures

The Transfer form is located on the Employee Resources Hub, Accounting or Accounts Payable site, [Budget Expense Transfer form](#) A Budget Transfer **reduces** funding/budget in the **from** Accounts and **increases** funding/budget in the **to** Accounts. You need to verify that the GL account number(s) listed in the **from**\_column have the necessary available Budget to transfer to the **to** account. You may use any of the Inquire Screens (ACBL, AHST, GLST) or Reports (GLSA, GLBS) to verify the available Budget for the selected GL account number(s).

- A. The **object code** should be entered to the **fifth** digit and this must be a valid **object code**. For example, 94000 is **not** a valid **object code**.

- B. Budget Transfers should be made using **whole dollars** only, please do **not** include cents.
- C. A Budget Transfer can only be made between account numbers with the same **fund codes** and **source codes**. For example, a Budget Transfer from 11-20-123456-94410-XX0 to 11-20-123456-95310-XX0 is **acceptable** since the Fund Codes and Source Codes are the same. But, a Budget Transfer from 11-20-123456-94410-XX0 to 12-20-123456-95310-FD0 would **not** be acceptable because the Fund Codes and Source Codes are not the same.
- D. Transfers between Account Numbers with different **source codes** should be handled as **expenditure transfers**. For example, you cannot transfer budget between XX0 and LT0.
- E. The **District Office** will enter the Budget Transfers into the system and a copy will be returned to the **campus administrative services office**.
- F. The **total** of the **to** column must equal the **total** of the **from** column for each Transfer form.

### Expenditure Transfer Procedures

The Transfer form is located on the Employee Resource Hub, Accounting or Accounts Payable sites [Budget Expense Transfer form](#) An Expenditure Transfer **increases** expenditures in the **to** Account and **reduces** expenditures in the **from** Account.

- A. You need to verify that the GL account number(s) listed in the **from** column have the necessary Expenditures to transfer into the TO account. The GLST screen will show the available Expenditures for the selected GL account number(s).
- B. The **object code** should be entered to the **fifth** digit.
- C. The "Purchase Order Number" of the expenditure being transferred should be included on the transfer form.
  - 1. If payroll is being transferred, the name of the employee whose salary is being transferred and the payroll date(s) need to be included on the form along with the Labor Distribution report marked with the items to be transferred. You also need to calculate the payroll benefits.
  - 2. The **fiscal year** should be entered on the line provided. If the expenditure transfer needs to be posted as of a specific date, please specify the preferred date on the upper left corner "date line" and note "Post as of" or highlight the date to help identify the date.
  - 3. For non-payroll transfers, please attach GLBS report showing the items to be transferred. Remember, you **cannot** transfer amounts listed as "Encumbrances."
- D. Expenditure Transfers are generally made within the **same** fund. However, if you need to transfer costs between different funds, please consult the District Fiscal Services. *The exception to this rule is that Expenditure Transfers **are** allowed between Fund 11 and Fund 12.* Typically, transfers between **funds** are handled by generating a warrant.
- E. Expenditure Transfers should **not** attempt to change the character of the original charge. For example, an Expenditure Transfer from payroll to conference is **not**

acceptable because the initial expenditure was to payroll. An acceptable transfer would be a transfer between unit or locations. However, there are times when an error has occurred and a transfer can be made between object codes. For example, instructional supplies were erroneously charged to the office supplies expense account. A transfer between object codes from supplies (94410) to instructional supplies (94310) would be correct. When making a transfer from one **object code** to another, please state in the **reason for transfer** section that the transfer is intended to correct an error.

- F. Expenditure Transfers should be sent to the **campus administrative services office** for approval and data entry into the Colleague system.
- G. The **campus administrative services office** will forward or upload the original Expenditure Transfer after data entry to the **District Office**.

## Reporting and Monitoring Fixed Assets

With the passage of the Governmental Accounting Standards Board (GASB) pronouncements 34 & 35, the reporting and monitoring of Fixed Assets has taken on greater importance with Community Colleges. To that end, it requires all employees purchasing, disposing or transferring Fixed Assets to complete paperwork to maintain the District's internal control over Fixed Assets. The processing of these equipment transaction forms (acquisition, deletion, or transfer) is an absolutely critical and required procedure if the District is to stay in compliance. The 3 forms are available on the District's Employee Resource Hub, [Purchasing Resources \(SharePoint\)](#).

**Equipment Acquisition**, typically, when a Purchase Order is issued whenever you purchase an asset, Purchasing department will issue you an asset tag(s).

These number(s) are self-adhesive tags that need to be affixed to the asset as soon as it has been received. These tags serve two purposes. Once affixed to the asset, they identify the asset as property of State Center Community College District and secondly, they help us track and monitor the asset throughout its life cycle.

When you acquire an asset, you will need to complete the Equipment Acquisition form. There is vital information Accounting needs in order to depreciate the asset correctly. The Legend tab will provide you with the site, building, and asset classification codes.

**Equipment Deletion** form is used whenever the District no longer uses the asset. This can be the result of wear or damage that is not cost effective to repair, obsolescence, theft, or sale/auction of the asset. If a theft or vandalism should occur, report the loss to SCCCD Police Department. For all deletions, you need to complete the Equipment Deletion form so we can remove the asset from our inventory.

**Equipment Transfer** occurs when you move fixed assets from one room, building, or site to another. Periodically, our external auditors or the District may spot check the location of fixed assets. Therefore, it is important to complete this form.



All completed forms must be emailed to [assets@scccd.edu](mailto:assets@scccd.edu).

To help you determine if the item you purchased is a fixed asset and needs to be reported, the basic criteria is:

- The item cost \$1,000 or more (Include installation, taxes, and shipping/freight).
- The item is not consumed or used up in one year.
- Items that are deemed walkable will also be assigned an asset tag, i.e. cameras, computers, tablets, etc.

**If you lose your original tags** please email the Purchasing Department at [assets@scccd.edu](mailto:assets@scccd.edu). They will record the lost tag numbers and issue you new ones. Should you have any questions please feel free to contact Amanda Gee at (X7242) in the District Office Finance Department.

## SCIP

The District utilizes esm Solutions, a procurement software. The product is branded, SCIP, **State Center Integrated Procurement**. The software is designed to provide a convenient shopping experience by integrating top vendor catalogs and built-in approval workflows.

The SCIP app can be found on My Portal. SCIP runs best using Google Chrome or Firefox browsers.

Splitting transactions to avoid bidding limit requirements is forbidden. For purchasing limits that require multiple quotes or formal bid process refer to the [Bid Threshold and Guidelines](#) found on the Employee Resource Hub, Purchasing site.

### SCIP Tips

Attachments and Comments:

External – This information will be sent to the vendor/supplier, e.g. quote, proposal, invoice, contract/agreement, or delivery information.

Internal – This information should contain all other supporting documentation or specific requirements by your college/location, e.g. travel authorization, grant documentation, technology requirements, sign-in sheets, other quotes (if required), special instructions to the buyer, etc.

Non-Catalog Supplier - All Colleague vendors are in the SCIP system. Vendor lookup can be by alpha or by vendor number (all 7 digits). All new vendors are uploaded daily.

Delivery Address - Use the default unless you are ordering from ODP (formerly Office Depot), then select the “DD” Desktop Delivery.

## Travel & Conference

### Approval Deadlines and Eligibility for Reimbursement

The Travel & Conference form, properly completed, shall be submitted through each employee's immediate supervisor to the responsible administrator for approval no less than 10 working days before departure. Expenses may be reimbursed only if incurred while the employee is on "travel status," meaning that travel has prior approval pursuant to District policy and regulations.

No set of policies can contemplate every possible scenario that may arise. It is expected that employees will act in an ethical and responsible manner, regardless of whether this particular policy or regulation addresses a specific situation.

Out-of-state travel requires the College President and Chancellor's approval. All travel outside the United States must be approved in advance by the Board of Trustees.

The Travel & Conference forms are available through your campus/site business office and/or division offices. Online forms are available on the [Employee Resource Hub \(Accounts Payable\)](#).

### Conference Registration

An approved SCIP transaction, travel and conference authorization form should be received in District Office Purchasing Department 30 days prior to date of conference. Conference purchase orders or checks will be mailed to the conference sponsor unless otherwise indicated on the SCIP transaction internal comments.

### Lodging

In the case of conference travel, reimbursable lodging costs shall not exceed the single occupancy rate offered by the headquarters or recognized conference hotel. Additional lodging costs for spouses, significant others, and family will not be reimbursed.

Original itemized receipts (folio) for lodging expenditures are required. (Personal credit card receipts maybe required for proof of payment.) The lodging receipt must show a zero balance, indicating payment has been made.

Lodging may be prepaid using the District's booking site, Engine. Contact Amanda Gee to setup an user account. The completed SCIP transaction and prior travel authorization are required. Original itemized lodging receipts are required for reimbursement. Reimbursement will be made for lodging, taxes, and parking. Other room charges, such as meals, hotel store purchases, etc., do not qualify for reimbursement.

When traveling to and from the destination, unless travel restrictions prohibit, employees traveling to meetings/conference are allowed to arrive the night before the event is to begin, if meeting time requires travel to begin prior to 6:00 am. For meeting/conference ending prior to

4:00 pm, employees are expected to return home the same day if travel time would reasonably expect their return home no later than 8:00 pm. Lodging accommodations will not be reimbursed for employees arriving earlier or staying later than required or necessary.

### Meals

Meal per diem is an amount provided to employees while on travel status. The meal per diem is a fixed amount and shall cover expenses such as meals, beverages, and gratuities.

Breakfast:	\$17.00 (25%)
Lunch:	\$17.00 (25%)
Dinner:	\$34.00 (50%)

Meal receipts are not needed, unless required by a granting agency. Any exceptions to the meal per diem rates must be approved by the Chancellor or their designee. Alcohol is not a reimbursable expense.

#### *Fractional Day – Trip of less than 24 hours*

- Less than three (3) hours: no per diem allowance
- Three(3) hours, but less than six (6) hours: 25% or \$17.00
- Six (6) hours, but less than twelve (12) hours: 50% or \$34.00
- Twelve (12) hours, but less than twenty-four (24) hours: 75% or \$51.00

#### *First and last Day: Trip of more than 24 hours:*

- Per Diem is reduced to 75% or \$51.00

#### *Full day(s) of travel:*

- Per Diem is paid at 100% or \$68.00

Reimbursement for meals is not permitted for travel within the District, including local conferences, unless included in the price of the conference.

Meals included in airfare, conference fees, or provided by another person/vendor may not be claimed for reimbursement.

### Transportation

Travel will be made by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging, and employee time devoted to travel at the expense of performance of other duties. The reimbursement will be the most economical mode of transportation and shall not exceed the cost of the air coach fare from Fresno to the destination or the cost of a rental car. If an airfare quote is not provided, then the cheapest flight within 90 days of the reimbursement will be used as the basis for reimbursement purposes.

Medical accommodations must be made known prior to travel and may require an interactive discussion with your supervisor and human resources.

## Air Travel

Air travel must be purchased well in advance of travel dates to receive best available rates, exceptions to be approved in advance by administration. Reservations and advance payment for transportation by airlines shall be made only through a District approved travel agency. District travel agency contact information may be obtained through the Purchasing Department. Economy Class will be used for air travel.

Third party booking sites such as Orbitz, Expedia, etc. can be utilized, but the District will not provide advance payment or reimburse employees until return of travel. The District does not accept liability for cancelation fees, related to purchases made outside of the District's approved travel agency.

In all cases, itinerary changes (destination, time, routing, etc.) made while on travel status, shall be documented in writing and submitted with the Travel & Conference Reimbursement form.

## Vehicle (General requirements)

- All individuals prior to driving for District business need to register in the DMV Pull Notice program, which is overseen by the District's Transportation department. [DMV Authorization Form.](#)
- If you receive a moving or parking violation you will be liable for all fines and/or fees related to the violation.
- Whenever possible, car-pooling is encouraged. In such cases, only the employee whose automobile is used shall claim reimbursement.

## Rental Car

- Rental car reservations should be made through the Transportation department. See the Employee Resource Hub, Transportation site for more information.
- Property and liability and loss of use insurances must be taken. (If rental car is booked using the District's approved rental car company, these insurance coverages are included in the rate).
- Rental receipt is required.
- Fuel purchases are reimbursable, receipt is required.
- Only authorized passengers are allowed, and all passengers must wear a seat belt. An authorized passenger is an individual who represents the District in an official capacity.

## Travel by Private Vehicle

- Authorized travel will be reimbursed at IRS per mile rate in place at the time of the travel.
- Employees using their personal vehicles for district business must carry the minimum insurance required by law, hold a valid driving license and obey all federal, state and

local laws governing the use of motor vehicles.

- Employees using their personal vehicle for District business and who are involved in an accident:
  - The employee's personal auto insurance is the primary insurance. Claims to the district are restricted to:
    - An accident that is determined to be at no fault of the employee. Proof is required, either a police report or insurance claim.
    - Travel must be compliant with all the rules within this vehicle section.
  - District maximum reimbursement per occurrence is limited to \$500.
  - No reimbursement for damage to a vehicle while parked.
- If traveling further than 250 miles (one way), renting a vehicle is highly encouraged.
- Motorcycle use for district business is prohibited.
- Mileage is calculated using online map services, i.e. Google Maps, MapQuest, etc.

### Other Travel Allowances

While traveling on official District business, other business-related expenses are also reimbursable at actual cost:

- Necessary taxi/ride share, airport shuttles, train or bus fares (receipts encouraged).
- Gratuities for taxis, shuttles, and other car services are limited to \$10 or 10%, whichever is less.
- Registration Fees (receipt required).
- Parking Fees (receipt required).

### Upon Return from Travel

Travel reimbursement claims must be submitted to District Accounting Office within 30 calendar days upon return from travel. Claims for expenses incurred in the month of June must be submitted by July 10<sup>th</sup>. Claims from a prior fiscal year may not be paid. One copy of the conference schedule or brochure and original receipts for all expenses are required for full reimbursement. Employees must attach a detailed explanation for any out of ordinary expenditures.

### General Comments

If an employee cannot attend the conference, the employee is personally responsible to cancel lodging, conference registration, and airfare. Failure to comply will result in personal liability for all non-cancelled charges. Employees who have justifiably cancelled conference attendance and who have cancelled lodging, airfare and other costs will not be held personally liable.

Reimbursement for gratuities other than for meals or car services is not allowed.

This section does not replace the Administrative Regulation 7400 for Travel Policy. In the case

where they differ, the Administrative Regulation prevails. Administrative Regulation on SCCCC Website: [AR 7400 – Travel Policy](#)

### **Mileage Reimbursement – Privately Owned Vehicles used for District business**

Authorized persons who use a privately-owned vehicle for official District business shall be reimbursed in accordance with the approved District rate (the IRS approved mileage reimbursement rate).

Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage accumulated in a privately-owned vehicle that is beyond the daily round trip commute mileage incurred from the employee's home to their assigned office or work station and back home again. Travel between district sites will be reimbursed based on the Site to Site [Mileage Reimbursement Chart](#).

Faculty are expected to report to their teaching station at their own expense. Exceptions to this requirement may be made at the discretion of the District. If, during assigned time, the District requires additional travel related to District assigned duties (i.e. two teaching assignments at two campus sites on the same day), mileage compensation, upon approval of the District, shall be at the rate per mile as established by the Internal Revenue Service (IRS) as the standard business deduction. Computation of the amount of travel compensation will follow the SCFT collective bargaining agreements.

The supervisor is responsible for ensuring that reimbursement of employees for the use of privately-owned vehicles is controlled and authorized for only district related business. Mileage forms should preferably be submitted on a monthly basis; but no less frequently than each quarter. **Claims for mileage incurred in the month of June must be submitted by July 10<sup>th</sup>. Claims from a prior fiscal year may not be paid.** The mileage forms need to be signed by the employee and their supervisor prior to submitting it for reimbursement. Mileage is calculated using online map services, i.e. Google Maps, MapQuest, etc. using the fastest route. Attach the first page of the map with the total mileage. (Please, do not include the driving instructions or maps.) [Mileage Form](#).

Examples of appropriate mileage reimbursement calculations:

#### **Example 1:**

District employee who first reports to their assigned office or work location then leaves their assigned office, travels to another campus/business location, and returns to their assigned office may be reimbursed for all mileage directly connected with the business trip because the driver will have driven their normal daily commute to and from their assigned office by the end of the day.

**Example 2:**

District employee works at the District Office and attends a late afternoon meeting at Clovis Community College and then drives home from CCC. Employee lives in Northeast Fresno and their daily round trip commute is 22 miles. The reimbursement for district related business mileage is calculated as follows: Home to District Office (11 miles) plus District Office to CCC (12 miles) plus CCC to Home (1 mile) less daily round trip commute (22 miles) equals (2) reimbursable miles.

**Example 3:**

District employee works at Reedley College and their work schedule takes them from Reedley College to the District Office and then home. Employee lives in Fresno and their daily round trip commute is 70 miles. The reimbursement for district related business mileage is calculated as follows: Home to Reedley College (35 miles) plus Reedley College to District Office (29 miles) plus District Office to home (4 miles) less daily round trip commute (70 miles) equals no reimbursable miles (total miles driven are less than normal commute miles).

Please note in the above examples no additional non-business-related miles were driven for grocery shopping, non-business-related lunches, haircuts, manicures, etc. If these non-business miles are driven before the employee drives home, they need to be added to the normal commute miles to determine the reimbursable business miles.

**Other Resources**

Additional resources can be found on the district's Employee Resources Hub, Fiscal Services site, which can only be accessed through a district network computer.

- Fiscal Services, Accounting – [Chart of Accounts](#)
- Fiscal Services, Accounting – [Colleague – Using General Ledger](#)

**Fiscal Services SharePoint Site**

The Fiscal Services SharePoint site is available to all active employees within the district's network. If you are a new employee and have not received your network credentials you will not have access to this site. See your location's IS department for assistance.

## Section 6 – Payroll

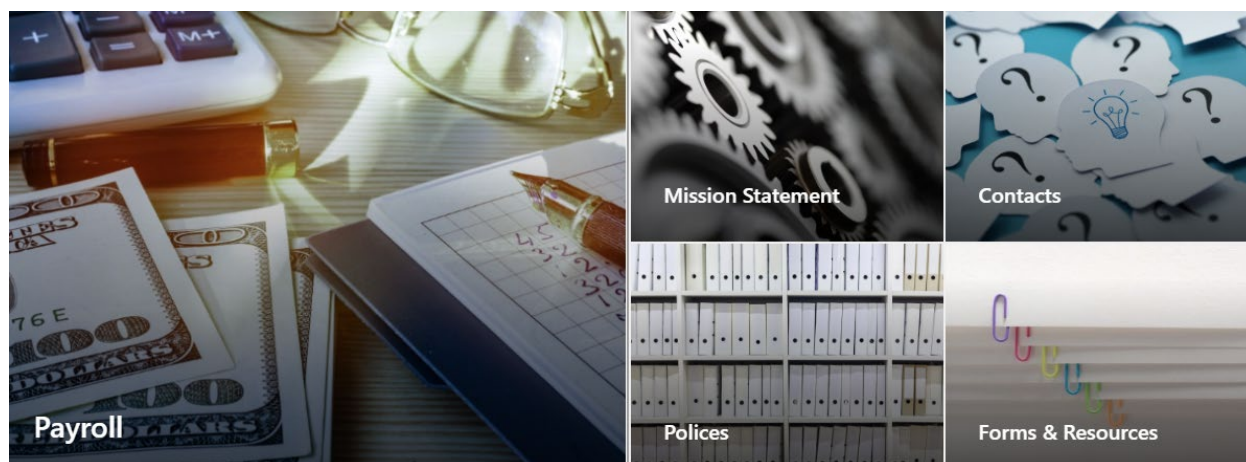
### Payroll Department Contact List

Kelli Hutchison	X7230	Interim District Payroll Manager
Saprina Abraham	X7231	Sr. Payroll Tech, Permanent employee payroll (M1), taxes, W2's
Sage Vindiola	X7234	Sr. Payroll Tech, Supplemental payroll (M2), retirement
Kristie Andersen	X7235	Payroll Technician, UKG
Anthony Maggi	X7232	Payroll Technician
Elaine Sasaki	X7215	Payroll Technician

All district contacts are available in the online [SCCCD Phone Directory](#).

The SharePoint link below directs you to the Employee Resources Hub, Payroll site where you have access to various district policies, resources, and forms.

[Employee Resource Hub - Payroll Department](#)



### Distribution of Payroll Checks

The District's payroll is separated into two pay cycles, Regular (M1) and Supplemental (M2). These cycles are based on the Education Code requirements. The M1 cycle processes payments for all permanent employees, both full-time and part-time. This cycle is paid on the last working day of the month. The M2 cycle processes payments for adjunct faculty, provisional, limited term, and all supplemental payments including overtime and overload. This cycle is paid on the 10<sup>th</sup> of the month or the last working day prior to the 10<sup>th</sup> if it falls on a weekend or holiday.

The District offers the option of Electronic Deposit to all Employees. Employees can access Self-Service using the My Portal link on the SCCC home webpage. To setup an electronic deposit,



select the “Banking Information” tile on Self-Service home page. For employees who request a physical payroll check, they can be picked up on payday at your College Business Office (or at the Payroll Department, if you are located at the District Office, Fulton) on payday. A photo ID is required. All unclaimed paychecks not picked up after two weeks are mailed.

Employees may also select to have their paycheck mailed on payday to the address the district has on file. It is the employee’s responsibility to keep your mailing address current, which can be updated using Self-Service under the Employee tile. Per Government Code §29853, a warrant cannot be considered lost if it has been mailed and has not been received by the addressee within 20 days after the date of mailing. All uncashed checks that have not been cashed after six months will be canceled.

The payroll pay dates can be found on the Employee Resources Hub (Payroll) by selecting the current payroll submission calendar (see below).

### **Payroll Submission Calendar**

For employees and student workers to be paid timely and accurately, payroll related paperwork must be **received** in the appropriate District Office departments by the submission date. Visit the Employee Resources Hub, Payroll site for the current payroll submission calendar at [Payroll Department Resources](#).

*Payroll Paperwork:* Payroll documents include, but are not limited to MAGIC/PAC Forms, timesheets, changes to tax withholding, electronic payroll changes, and absence slips for time off without pay. Please understand that should the payroll deadlines not be met, the employee may not be paid on time, may not be paid correctly, or may be overpaid if they has terminated employment, has taken time off without pay, or exhausted their available leave balance(s).

### **Self-Service – Accessing your employee information**

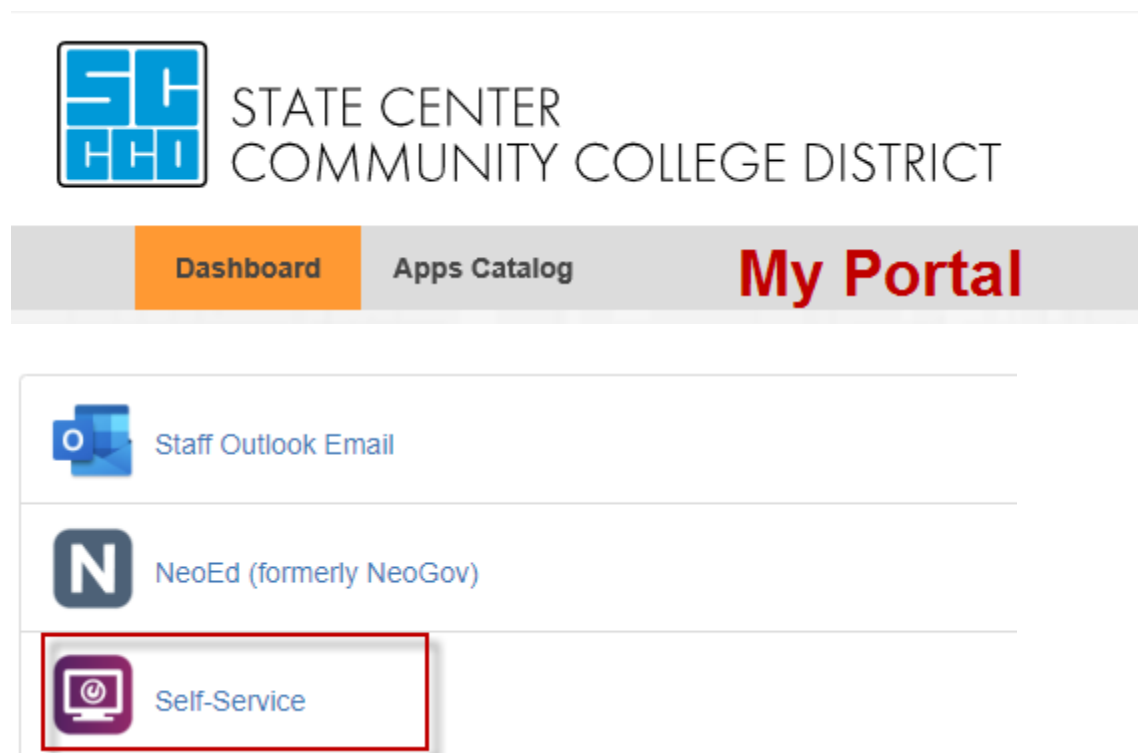
The District provides employee data electronically, where applicable. If you have chosen electronic payroll deposit, a paper pay stub will not be printed for you each month. By utilizing the District’s Employee Self-Service, you will be able to access your earning statements and W2 forms (one-time electronic consent is required). Information related to your position summary, pay information (including step & grade), and vacation and sick leave balances. Managers, classified staff, and student workers your leave balance(s) are available in real time in UKG.

Detailed step by step instructions for logging into the Self-Service system are available on the District’s Employee Resource Hub under the Payroll Department Forms & Resources at [Payroll Department Resources - Self-Service](#).

You can access these applications through the “My Portal” option available on the District’s home [webpage](#).

Features of the Self-Service application include the ability to direct deposit your net payroll check

to more than one bank account and access via the web. The banking pre-note process remains in effect, any changes made after a payroll processing deadline may not be effective until the following payroll period. In the event you require urgent changes to your banking information, contact the Payroll office immediately at (559) 243-7232. It is the employee's responsibility to ensure your funds have been received by their banking institution.



## Holidays

The District Office and College Campuses are closed on the following days for holiday observance:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln Day (observance)
- Washington Day (observance)
- Spring Holiday (Good Friday)
- Memorial Day
- Juneteeth Holiday
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day through December 31<sup>st</sup>

Probationary employees may not be eligible for in-Lieu holidays. An in-lieu holiday, per California Education Code Sections 88205, 88205.5 is Admission Day (September 9<sup>th</sup>) and is considered a substitute holiday, meaning as instead of observing the actual holiday the District observes another day off (Friday after Thanksgiving). Probationary employees must be employed on or before September 9<sup>th</sup> in order to receive the in-lieu holiday. For more information, please refer to the CSEA bargaining agreement, Article 18, POA bargaining agreement, Article 19.

You can access the board approved holiday and instructional calendars on the District's website under Departments, Educational Services & Institutional Effectiveness.

### **“UKG” (Formerly known as Kronos)**

In July 2024, the district transitioned to UKG Ready Time for all management, classified staff, and student workers. The UKG apps are available through the My Portal. Employee and Manager training is available on the [Payroll Resources - UKG Training](#).

Classified employees are required to review and submit accurate timesheets by the submission deadline.

**Best practice – Update your timesheet weekly for any changes to your timesheet or add overtime hours and submit your timesheet on the last working day of the month.**

UKG Clock App – Student Workers and Temporary Employees



UKG Clock

UKG Dashboard App – All Employees who utilize the UKG system.



### **Absence Forms**

- Full-time and part-time faculty must turn in absence forms every time they take time off from work in timely manner.

- All fields must be filled out including Article/Paragraph# for Reasons for Academic Personal Business Leave.
- Please refer to the union contract for information regarding leave types and maximum usage per year.
- Leave balances are available on Self-Service (Certificated employees).

### Changes/Corrections to Existing Absence Forms

- Supervisor's approval is required for any changes made to absence forms.
- You may turn in a revised absence form with a copy of the original form crossed out with supervisor's approval.

### Examples:

**Academic employees:** % of the day missed (for partial day absence, refer to the SCFT collective bargaining agreement, Article 18A chart).

State Center Community College District Academic Absence Form			
NAME (Print) <u>Smith Mary A</u>		I.D. No. <u>0111111</u>	<u>RC</u>
LAST	FIRST	MIDDLE INITIAL	Campus or other work location
PERIOD OF ABSENCE: <u>4/3/11</u>		THROUGH <u>4/3/11</u>	FOR A TOTAL OF <u>30%</u>
(DAY AND DATE)		(DAY AND DATE)	(Number or workdays)
THE REASON FOR THE REQUESTED OR REPORTED ABSENCE IS CHECKED BELOW:			
<input checked="" type="checkbox"/> Sick Leave (non-job related injury or illness)	<input type="checkbox"/> Unauthorized Absence Without Pay		
<input type="checkbox"/> Workers Comp (on-the-job injury)	<input type="checkbox"/> Non-duty Day		
<input type="checkbox"/> Personal Business Leave (taken without pay)	<input type="checkbox"/> Military Leave (provide copy of military orders)		
<input type="checkbox"/> Personal Business Leave (sick leave deduction requested)	<input type="checkbox"/> Jury Duty/Court Summons (provide copy of court summons)		
<input type="checkbox"/> Personal Emergency Leave (Art. XVIa Sec. 6 Para.D)	<input type="checkbox"/> Maternity Leave (contact Dean of Instruction and District Benefits Office)		
<input type="checkbox"/> Personal Emergency Leave*	<input type="checkbox"/> Vacation		
* REASON _____	<input type="checkbox"/> Bereavement Leave _____ (state relationship of deceased)		
SIGNATURE OF EMPLOYEE _____		DATE _____	
SIGNATURE OF SUPERVISOR _____		DATE _____	
It is important that bargaining unit members become well informed concerning leave provision of the agreement between the District and Federation before using this form. This form is not to be used for Legislative, Professional Improvement, Sabbatical, or long-term Personal Leaves.			
FORM: Absence Form/Certificated-09 (PLEASE USE BLACK OR BLUE INK ONLY)			
White — District Payroll	Canary — College Administration	Pink — Employee	Goldenrod — Dean

## Timesheets

Some positions or additional assignments may require to complete a timesheet. The timesheets are completed by the employee and submitted to their supervisor for approval prior to submission to the campus business offices. Timesheets are provided by your campus Administrative Services Office and are to be returned by the due date noted on the timesheet.

Dean/Supervisor _____												<b>Fresno City College Student Aide Timesheet May 2011</b>			
Name of Employee _____ Last First												Employee ID# _____			
Accounting Code _____												Pay Rate _____			
Classification _____												Total Amount Paid \$ _____			

	April			April/May			May			May			May		
	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours	Date	Time	Hours
M	18			25			2			9			16		
T	19			26			3			10			17		
W	20			27			4			11			18		
TH	21			28			5			12			19		
F	22			29			6			13			20	Semester Ends	
S	23			30			7			14			21		
SU	24						8			15			22		
TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____			TOTAL HOURS _____			

**PLEASE ROUND OFF HOURS TO THE NEAREST QUARTER HOUR**  
**Please use BLACK or BLUE ink only NO WHITEOUT**  
 Unit Verification \_\_\_\_\_ Termination Letter \_\_\_\_\_

I certify that the student has completed the hours as indicated above and that the student's work is \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

\_\_\_\_\_  
Signature of Dean/Supervisor

**TIMESHEETS ARE DUE  
TO ADMINISTRATIVE  
SERVICES ON  
MAY 25, 2011**

**EMPLOYEE MAY NOT  
WORK OVER 19 HOURS  
A WEEK**

**GRAND TOTAL** \_\_\_\_\_

**Statement of Student**  
 I understand that I must be enrolled in a minimum of 12 units to retain my employment status as a student aide. I certify that I am currently enrolled in \_\_\_\_\_ units. I realize the College will terminate my employment if I do not retain the required number of units

\_\_\_\_\_  
Signature of Student

## Retirement Programs

### California State Teachers' Retirement System (CalSTRS)

Academic employees on contract belong to the CalSTRS Defined Benefit Program. CalSTRS DB is a defined benefit plan which provides a guaranteed lifetime pension. It also provides disability pensions, guaranteed death benefits and benefits for beneficiaries. It requires five full-time equivalent years of service credit to vest. Retirement benefits are based on a formula. Employees hired before January 1, 2013 are considered 2% at 60 members. Employees hired after January 1, 2013 are considered 2% at 62 members, which follow the Public Employees' Pension Reform Act (PEPRA). The employee and employer contribution rates are set by CalSTRS and are published via an Employer and Administrative Directive. The employee contribution is tax deferred. The minimum retirement age is 55. Employees can access their accounts online through the myCalStrs login on their website, listed below. Please refer to the CalSTRS Member Handbook or the CalSTRS website for more information. CalSTRS members do not pay Social Security contributions.

California State Teachers Retirement System (CalSTRS)  
P.O. Box 15275  
Sacramento, CA 95851-0275

Local Office – Member Service Center (Fresno Location)  
2440 Tulare Street, Suite 460  
Fresno, CA 93721  
1-800-228-5453 option 3

[CalSTRS Website](#)

### California Public Employees Retirement System (CalPERS)

Full-time permanent Classified employees are members of the California Public Employees' Retirement System. CalPERS is a defined benefit plan that calculates the retirement benefit using age at retirement, years of service credit and salary. CalPERS provides a guaranteed lifetime pension to the retiree and to eligible beneficiaries. There is also a disability pension provided. Eligibility for retirement from CalPERS is 5 years of full-time service and age 50. Employees hired before January 1, 2013 are considered Classic members. Employees hired after January 1, 2013 are considered New members, which follow the Public Employees' Pension Reform Act (PEPRA). Employee and employer contribution rates are set by CalPERS and are published via a Circular letter. The employee contribution is tax deferred. CalPERS members are also covered by Social Security (FICA). Employees can access their accounts online through the myCalPers login on their website, listed below. Please refer to the CalPERS School Benefits handbook or the CalPERS website for more information.

**California Public Employees' Retirement System (CalPERS)**

Lincoln Plaza North

400 Q Street

Sacramento, CA 95811

1-888-225-7377

[CalPERS Website](#)**Local Office – Fresno Regional Office**

10 River Park Place East, Suite 230

Fresno, Ca 93720

(888) 225-7377

**Public Agency Retirement System (PARS)**

Permanent part-time classified employees or employees who are ineligible to participate in PERS or STRS are members of the Public Agency Retirement System (PARS). PARS is a defined contribution plan. The retirement benefit is the employee's individual account balance at the time of retirement. The employee receives interest each year after deduction of applicable fees. The employee contribution is 4.3% of earnings and is paid on an after-tax basis. In addition, the employer contributes 3.2% into the employee's account.

Employees can access their accounts online [myaccount.pars.org](http://myaccount.pars.org). For more information, please refer to the PARS website.

**Public Agency Retirement System (PARS)**

P.O. Box 12919

Newport Beach, Ca 92658

1-800-540-6369

[PARS Website](#)**Payroll Tax Withholding**

All new employees must fill out an IRS form W-4, Employee's Withholding Certificate and California's Employee's Withholding Allowance Certificate form DE-4 to designate the appropriate income tax withholding.

These forms stay in effect until a new form is submitted unless you file exempt status, in which you must complete a new W-4 every year before February 15<sup>th</sup>. You may change your withholding at any time. If a W-4 form is not received by the payroll department, your income tax withholding will default to Single. The links to the forms are available on the Employee Resources Hub, Payroll site or can be acquired directly from the IRS and EDD websites.

If you need help calculating how much tax you should withhold, visit the IRS website at [IRS Withholding Calculator](#).

[IRS](#) Form W-4

[EDD](#) Form DE-4

### **Other Voluntary Payroll Deductions**

The District offers several voluntary pre-tax deduction benefits, such as 403b, 457, Section 125, Accident and Miscellaneous insurance plans. For more information see ***Benefits*** under the District's internet.

### **Fiscal Services SharePoint Site**

The Fiscal Services SharePoint site is available to all active employees within the district's network. **If you are a new employee** and have not received your network credentials you will not have access to this site until 24 hours after your credentials have been assigned to you. See your location's IS department for assistance.



## Section 7 – Purchasing

The purpose of State Center Community College District's Purchasing Department is to ensure that all conduct, in reference to the procurement of goods and services, is in accordance with the procedures set forth by the Board of Trustees, the California Public Contract Code, the California Education Code and other applicable laws of the State of California. We also ensure that in any purchase transaction, the requirements for competition have been met, bidding and negotiation have been conducted in accordance with applicable policies, and no conduct of compromise to the public trust is present.

Being knowledgeable and understanding of the District purchasing policies and procedures can be challenging. We have provided a Purchasing Handbook, located on the [Employee Resources Hub](#). This Handbook serves as a resource for understanding the purchasing procedures, guidelines, and requirements.

### **We are here to help!**

We understand navigating the laws of the State of California and the policies and regulations established by the Board of Trustees to assure that purchases are properly authorized and result in quality goods or services can be challenging, which is why we encourage district employees to reach out to us for assistance. We are here to help!

Initiate requests for new orders at least **45 days** prior to the desired delivery date, whenever possible. Purchasing is here to assist you through the process.

Understanding there are rules, regulations, public contract, and education codes which govern how we purchase, it is best to work together on purchases. All SCCC employees, are obligated to abide by the codes and regulations and work within the system. It is best to learn the system and respond accordingly.

### **Supplies & Equipment**

Whenever practical, competitive quotations from vendors handling the same or similar products should be requested to assure best price. The Purchasing department may, at its discretion, choose to bid on any item.

Individual departments should obtain multiple price quotes on the items they intend to purchase, or request assistance from Purchasing. If quotes are received by the department, please include a copy with the requisition (SCIP transaction request) along with the name and contact info of who provided the quote. Not all of the price quotes attached may be usable at the time of purchase due to time lapse, quantity changes or incomplete information. But in most circumstances, attaching the additional quotes to the request will expedite the processing time in the Purchasing department.

## Quote Guidelines

\$1 – 10,000: Minimum of (1) one quote required

\$10,001 – 30,000: two (2) quotes required

\$30,001 – 114,799\*: three (3) quotes required

\$114,800\* and over: the formal bidding procedure must be implemented

\*Subject to annual adjustment of formal bid threshold by State of California.

A few things to remember with these purchasing limits:

- It should be the total cost of the purchase; inclusive of tax, shipping, installation, etc.
- It is unlawful to split projects into smaller purchases to avoid bid limits.
- Grant funding may have bidding thresholds that may differ from those listed. The most restrictive will apply.
- Piggyback purchases under existing cooperative contracts from authorized public agencies may avoid the need for multiple quotes; Purchasing will need to verify the contract. Examples include FCCC, CMAS, NASPO, E&I, etc.

## Construction Projects (CUPCCAA)

On August 1, 2017, the SCCC Board of Trustees passed a resolution to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

CUPCCAA is a useful tool for the district as it raises informal bidding thresholds, simplifies the informal quote process for small projects, reduces advertising costs, expedites the bidding processes, and increases the likelihood that bids received will be from responsive, responsible contractors. While CUPCCAA allows the district to have a less formal bid process it still contains appropriate guidelines, checks, and balances. Additionally, in conjunction with Board Policy 6350, these CUPCCAA procedures help promote an increase in procurement opportunities for local and diverse construction-related contractors and consultants. Under CUPCCAA, the district is required to create and maintain a list of qualified contractors by the category of work performed.

Bidding thresholds for supplies, equipment, and construction are captured on the SCCC Bidding Procedures Matrix. This matrix, updated annually, can be found on the [Employee Resources Hub](#)

## State Center Integrated Procurement (SCIP)

SCIP is an all-electronic e-procurement solution to purchase goods and services utilizing an automatic routing feature for approvals. This system is powered by software from ESM Solutions and is partnered with Colleague, the district's ERP/financial software system.

All requisitions, also referred to as transactions, for the district are created and processed

through SCIP. SCIP training tutorials are available and can be found on the [Employee Resources Hub](#).

### **Independent Contractor Agreements (ICAs)**

Consultants, such as doctors, dentists, veterinarians, lawyers, accountants, contractors, subcontractors, public stenographers, or auctioneers who are in an independent trade, business, or profession in which they offer their services to the general public are generally considered independent contractors.

However, whether these people are independent contractors or employees depends on the facts in each case. The general rule is that an individual is an independent contractor if the District has the right to control or direct only the result of the work and not what will be done and how it will be done.

Independent Contractor Agreements are required when using the services of an independent contractor. Forms and guidelines are available on the [Employee Resources Hub](#).

### **Miscellaneous Info**

If items are to be picked up (Will Call), please indicate this on the requisition. A copy of the purchase order will be sent to you, so you may take it to the vendor.

Purchasing may change the vendor on a requisition if a quote has been obtained that is deemed the same or equivalent to the product requested and reflects a savings to the District.

**Please do not initiate an order directly with a vendor. The purchase order copy sent to the vendor will place the order. Departments that give their own name or the requisition number to process an order is not allowed and is considered an unauthorized purchase.**

***\*Please note the District is not liable for payment when this happens.***

## Section 8 – Benefits

### Health Plan Arrangements

Through a Joint Powers Authority (JPA) known as the ASCIP JPA, the District along with other school districts, assumes the financial risk of the PPO medical insurance plans offered – the ASCIP 90/70 PPO plan and the ASCIP High Deductible Plan A PPO plan. This means the ASCIP JPA pays for all health care expenses (services/claims) as they are received for eligible employees and their eligible dependents enrolled on the self-insured health plans.

The District is self-insured/self-funded direct for the Ameritas dental insurance plan and the VSP vision plan through Ameritas.

The Kaiser HMO plans are fully insured plans through Kaiser Permanente.

### Who is the District's Health Insurance Broker?

Keenan and Associates.

### Employees Eligible for Health and Welfare Benefits

Benefit eligible employees include:

- Faculty SCFT bargaining unit members working teaching 60% or greater of a full-time load;
- Classified CSEA bargaining unit members working 30 or more hours per week;
- Classified POA bargaining unit members working 40 or more hours per week;
- Full-time management and confidential employees.

### What Health and Welfare Benefits Are Offered?

Eligible employees and their eligible dependents are provided a generous benefit package that includes medical, dental, vision, and life and accidental death & dismemberment insurances along with an employee assistance program (EAP). Employees and their eligible dependents are required to be enrolled in the same plans.

Below are the health plans currently offered:

#### Medical Plans

- ASCIP 90/70 PPO Plan – Anthem Blue Cross Preferred Provider Organization (PPO)
- ASCIP High Deductible Plan A PPO Plan – Anthem Blue Cross Preferred Provider Organization (PPO)

- Kaiser High HMO Plan - Health Maintenance Organization (HMO)
- Kaiser Low HMO Plan - Deductible Health Maintenance Organization (DHMO)
- Kaiser HSA-Qualified High Deductible Health Plan (HDHP) HMO – Deductible Health Maintenance Organization (DHMO)

#### **Dental Plan**

- Ameritas PPO

#### **Vision Plan**

- Vision Service Plan (VSP)

#### **Life and Accidental Death & Dismemberment Insurance**

- VOYA Group Life

#### **Employee Assistance Program (EAP)**

- SimpleEAP

#### **Voluntary Long-Term Disability (LTD)**

- Voya Long-Term Disability

#### **How Do I Enroll for Benefits?**

The District uses an online benefit administration platform – [BenefitBridge](#). With [BenefitBridge](#), employees have the autonomy to enroll in or update their benefits as a new hire, for life event changes, and during the annual open enrollment period. Employees can access the BenefitBridge app through the District's MyPortal apps catalog.

If you do not have computer access, please contact a Benefits Technician at (559) 243-7100.

If you have technical difficulties within BenefitBridge, please contact BenefitBridge Customer Care at (800) 814-1862.

If you have questions regarding the health insurance plan offerings and need assistance, please contact the benefits staff via email at [benefits@scccd.edu](mailto:benefits@scccd.edu) or by phone at (559) 243-7100.

#### **What is my Deadline to Complete the Benefit Enrollment Process Upon Being Hired?**

New employees have 31-days from the date of hire, including date of hire, to complete their benefit elections and upload the supporting dependent documents in [BenefitBridge](#). Benefit eligible employees are required to enroll in the District-sponsored health insurance plans as per the bargaining unit agreements, board policies, and administrative regulations. Should an employee not complete the health insurance enrollment in BenefitBridge within the 31-day enrollment period, they will be enrolled into the lowest employee cost health plans.

If you have technical difficulties within BenefitBridge, please contact BenefitBridge Customer Care at (800) 814-1862.

If you have questions regarding the health insurance plan offerings and need assistance, please contact the benefits staff via email at [benefits@scccd.edu](mailto:benefits@scccd.edu) or by phone at (559) 243-7100.

## **Can I Enroll my Eligible Dependent(s) on the Health Insurance Plans? Who is Considered an Eligible Dependent?**

Yes, you can enroll your eligible dependent(s) on your health plans during your initial new hire enrollment period (31-days from date of hire, including date of hire), mid-year with a qualifying life event (31-days from the event date, including the event date), and during the annual open enrollment period.

Dependents include your legally married spouse, registered domestic partner meeting eligibility guidelines per the plan, natural born child, stepchild, adoptive child, and/or a child you have legal guardianship/custody of. An eligible child is one who is currently under the age of 26, and meets the criteria to be enrolled on the plans.

## **What Supporting Documents will be Needed if I Wish to Enroll my Eligible Dependent(s)?**

At time of enrollment, all benefit-eligible employees are required to submit dependent eligibility verification in order to enroll a dependent spouse, registered domestic partner, and/or child(ren) in the District-sponsored health insurance benefits.

All employees will be required to upload a copy of the required dependent eligibility documents when completing their benefit enrollment in [BenefitBridge](#), and within the 31-calendar day enrollment period (please note, this includes the date of hire/event date). For assistance with the required dependent eligibility documentation, please contact the benefits team at (559) 243-7100 or email [benefits@scccd.edu](mailto:benefits@scccd.edu).

Below is a listing of required documents:

- **Spouse:**
  - Copy of the legal certified marriage certificate.
  - Copy of Prior Year's Tax Federal Tax Form that shows the couple was married (financial information may be blocked out).
  - Copy of the spouse's social security card.
- **Registered Domestic Partner (RDP):**
  - Copy of the Certificate or Registered Domestic Partnership issued by State of California.

- RDP's social security card.
- **Biological Child(ren):**
  - Copy of legal certified birth certificate(s).
  - Copy of the child's social security card.
- **Stepchild(ren):**
  - Copy of legal certified birth certificate(s) naming the current legally, married spouse or RDP as the child's biological parent.
  - Copy of the child's social security card.
- **Adopted Child(ren):**
  - Copy of the legal adoption documentation.
  - Copy of the legal birth certificate(s).
  - Copy of the child's social security card.
- **Legal guardianship of a child(ren) up to age 18:**
  - Copy of legal certified birth certificate(s).
  - Copy of legal US Court documentation establishing guardianship.
  - Copy of the child's social security card.

## When Does Health Insurance Coverage Begin?

For newly eligible POA bargaining unit members (classified), CSEA bargaining unit members (classified), SCFT bargaining unit members (faculty), management, and confidential employees, the medical, dental, vision and life insurances, including the Employee Assistance Program begins on the first of the month following the date of hire, upon prior completion of enrollment requirements in BenefitBridge. Should the employee elect the voluntary long-term disability plan, this coverage will also begin on the first of the month following date of hire.

## What is the Cost for the Health Insurance Plans?

The monthly employee payroll deduction cost to enroll you and your eligible dependents may be different based on the plan you select. The health insurance plan premiums are composite rates, which means there is no additional cost to enroll eligible dependents to the health plans, the monthly employee payroll deduction is the same

The monthly employee payroll deductions effective through September 30, 2025, are below:

### Medical Insurance Plans

<u>Medical Plan</u>	<u>Monthly Employee Payroll Deduction</u>
ASCIP 90/70 PPO	\$365.11
ASCIP High Deductible Plan A PPO	\$0
Kaiser High HMO	\$ 412.78
Kaiser Low DHMO	\$110.32

Kaiser HSA-Qualified High Deductible \$0 Health Plan DHMO				
Benefit Plan		Monthly Employee Payroll Deduction		
Ameritas PPO Dental Plan		\$0 – Paid by the District		
VSP Vision Plan		\$0 – Paid by the District		
Basic Life Insurance and AD&D Insurance		\$0 – Paid by the District		
Employee Assistance Program (EAP)		\$0 – Paid by the District		

## What is the Annual Open Enrollment Period?

Every year there is an annual open enrollment period typically held in August . The open enrollment period allows benefit eligible employees to:

- Learn about health insurance plan offerings for the upcoming plan year.
- Learn about health insurance plan benefit changes for the upcoming plan year.
- Learn about the monthly employee payroll deduction costs for the upcoming plan year.
- Move to a different medical plan.
- Make changes to their health benefits without a qualifying life event – such as add eligible dependents not previously enrolled, and/or delete dependents who no longer meet eligibility requirements.
- Enroll/re-enroll in Section 125 Flexible Spending Accounts.
- Enroll in voluntary benefit products (supplemental life insurance, short-term disability, critical illness, cancer insurance, etc.)

Employees who wish to make changes to their health insurance plans, including dependent enrollment, during the annual open enrollment period will be required to complete and submit the enrollment change in BenefitBridge. Please note, any dependent enrollments will be required to submit the required supporting dependent eligibility documents .

## Can I Make Changes to My Health Insurance Plans Outside of Open Enrollment?

It is possible to make a change in health insurance coverage outside of the open enrollment period provided you experience a **qualifying event**.

A **qualifying event** is defined as:

- Marriage or divorce
- Birth, completed adoption, or custody change of an eligible dependent
- Initially meeting the district requirements that confirm eligibility for domestic partner benefits
- Beginning or ending of spouse/registered domestic partner's employment
- Change in employment (either employee, spouse, or domestic partner) from part-time to full-time or full-time to part-time.

*This is not an all-inclusive listing. If you feel you have a qualifying life event or need further*



*clarification, please contact the benefits staff via email at [benefits@scccd.edu](mailto:benefits@scccd.edu) or (559) 243-7100.*

Should you have a qualifying life event, such as a change in status or in dependent status (i.e. marriage, divorce, or birth of child), ***it is your responsibility*** to complete the benefit enrollment process in BenefitBridge and upload the required supporting documentation **within 31-days from the event date**, including the event date. If you do not, your next opportunity is during the annual open enrollment period. For assistance with the required supporting documentation, please contact a Benefits Technician at (559) 243-7100 or email [benefits@scccd.edu](mailto:benefits@scccd.edu).

### **Can my Health Insurance Benefits Be Continued If I Leave Employment?**

Yes, you may elect to continue the medical, dental and vision plans at cost as allowed by the Consolidated Omnibus Budget Reconciliation Act (commonly referred to as COBRA). If you lose your group health insurance coverage because of termination of your employment for any reason other than gross misconduct on your part or a reduction in your hours of employment, you will become a qualified beneficiary and have the right to elect health plan continuation coverage through COBRA.

The District will notify the plan administrator, P&A Group, of the qualifying COBRA event. The plan administrator will notify qualified beneficiaries of their right to elect continuation coverage. Specific information regarding the maximum election period, cost and billing information will be provided at the time of the qualifying event. If a qualified beneficiary elects continuation coverage, they will be required to pay the entire cost for the group health insurance, plus 2% administration fee.

### **Can Health Insurance Benefits Be Continued For My Dependents Who Become Ineligible?**

A dependent spouse/registered domestic partner, and/or dependent child(ren) will become a qualified beneficiary and have the right to elect continuation coverage under the Consolidated Omnibus Budget Reconciliation Act (commonly referred to as COBRA) if he/she loses group health coverage because of any of the following reasons:

1. Termination of the employee's employment for any reason other than gross misconduct or reduction in the employee's hours of employment;
2. The death of the employee;
3. Divorce or, if applicable, legally separated;
4. The employee becomes enrolled in Medicare benefits (Part A, Part B or both); or
5. You cease to be eligible for coverage as a "dependent" under the terms of the health plan.

Once the plan administrator learns a qualifying event has occurred, the plan administrator will notify qualified beneficiaries of their rights to elect continuation coverage. Each qualified beneficiary has independent election rights, for example, a covered employee may elect group health insurance coverage on behalf of their spouse, and parents may elect on behalf of their

children. More specific information regarding the maximum election period will be provided to the qualified beneficiary at the time of the qualifying event. If a qualified beneficiary elects continuation coverage, they will be required to pay the entire cost for the group health insurance, plus 2% administration fee. Should coverage change or be modified for non-COBRA participants, then the change and or modification will be made to your coverage as well.

## **ASCIP 90/70 PPO Medical Plan**

### **(Anthem Blue Cross PPO Provider Network)**

#### **Plan Description**

The ASCIP 90/70 PPO plan is a medical and prescription drug plan, which utilizes the Anthem Blue Cross provider network for medical care and Navitus for prescription drugs.

The plan offers in-network and out-of-network benefits; however, if you choose to go to an out-of-network provider you will pay for a larger portion of billed services. To use in-network benefits, always ask if the provider is a “contracted provider”.

With this plan, you pay an annual deductible before the plan begins to pay for a portion of covered medical services.

All care must be medically necessary as determined by the Medical Plan and/or the primary care physician’s medical group. Pre-approval is generally required for most significant medical procedures. It is the responsibility of the primary care physician to ascertain any necessary pre-approval from the Medical Plan and/or the medical group before proceeding.

Anthem Blue Cross handles all claims for services under the ASCIP 90/70 PPO plan. Anytime a member has a question about an Explanation of Benefits (EOB), claim, or billed service, they should reach out to Anthem Blue Cross at (800) 825-5541 or Health Advocate at (866) 695-8622.

Additional benefits of the ASCIP 90/70 PPO plan include a telemedicine option through MDLive, a digital physical therapy program through Hinge Health, and personalized guidance and support for cancer patients through Lantern.

#### **Summary of Benefits for Plan Year 2024-2025**

You must read the entire summary plan document (SPD) or evidence of coverage (EOC) in order to understand the details of the coverage.. All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits).

## **ASCIP High Deductible Plan A PPO Medical Plan (Anthem Blue Cross PPO Provider Network)**

### **Plan Description**

The ASCIP High Deductible Plan A PPO plan is a medical and prescription drug plan, which utilizes the Anthem Blue Cross provider network for medical care and Navitus for prescription drugs.

This plan is considered a high deductible plan and offers in-network benefits and out of network benefits subject to maximum dollar amounts for services and supplies. To use in-network benefits, always ask if the provider is a “contracted provider”.

With this plan, you pay an annual deductible before the plan begins to pay for a portion of covered medical services.

All care must be medically necessary as determined by the Medical Plan and/or the primary care physician’s medical group. Pre-approval is generally required for most significant medical procedures. It is the responsibility of the primary care physician to ascertain any necessary pre-approval from the Medical Plan and/or the medical group before proceeding.

Anthem Blue Cross handles all claims for services under the ASCIP High Deductible Plan A PPO medical plan. Anytime a member has a question about an Explanation of Benefits (EOB), claim, or billed service, they should reach out to Anthem Blue Cross at (800) 825-5541 or Health Advocate at (866) 695-8622.

Additional benefits of the ASCIP High Deductible Plan A PPO medical plan include a telemedicine option through MDLive, and personalized guidance and support for cancer patients through Lantern.

### **Summary of Benefits for Plan Year 2024-2025**

You must read the entire summary plan document (SPD) or evidence of coverage (EOC) in order to understand the details of your coverage.. All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits).

## **Kaiser High Traditional HMO Health Plan**

### **Plan Description**

The Kaiser High Traditional HMO plan is a fully insured health maintenance organization plan under Kaiser Permanente. Members are part of the Northern California region.

With this plan, you do not need to pay an annual deductible before the plan begins to pay for a portion of covered medical services. All care must be accessed at a Kaiser facility. Kaiser will not cover visits to a non-Kaiser provider, except for emergency care outside the Kaiser service area or via formal referral directly from Kaiser.

Additional benefits/services under this plan include telemedicine services, health and wellness classes, wellness coaching, and MyHealth Manager.

### **Summary of Benefits for Plan Year 2024-2025**

You must read the entire summary plan document (SPD) or evidence of coverage (EOC) in order to understand the details of your coverage. ). All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) (and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits)).

## **Kaiser Low Deductible HMO Health Plan**

### **Plan Description**

The Kaiser Low Deductible HMO plan is a fully insured deductible health maintenance organization plan under Kaiser Permanente. Members are part of the Northern California region.

With this plan, you will pay a copayment or coinsurance for doctor visits. For most other services (hospital-related), you will pay the full charges until you reach your deductible, then you will start to pay copays or coinsurance for services. Kaiser provides a cost estimate calculator through the Kaiser member portal so that you could estimate your out-of-pocket cost share for services.

All care must be accessed at a Kaiser facility. Kaiser will not cover visits to a non-Kaiser provider, except for emergency care outside the Kaiser service area or via formal referral directly from Kaiser.

Additional benefits/services under this plan include telemedicine services, health and wellness classes, wellness coaching, and MyHealth Manager.

### **Summary of Benefits for Plan Year 2024-2025**

You must read the summary plan document (SPD) or entire evidence of coverage (EOC) in order to understand the details of your coverage. All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits).

## **Kaiser HSA-Qualified High Deductible Health Plan (HDHP) HMO**

### **Plan Description**

The Kaiser HSA-Qualified High Deductible Health Plan (HDHP) HMO is a fully insured high-deductible health maintenance organization plan under Kaiser Permanente. Members are part of the Northern California region.

With this plan, you will pay a copayment or coinsurance for doctor visits. You will pay the full charges until you reach your deductible, then you will start to pay copays or coinsurance for services and prescriptions. Kaiser provides a cost estimate calculator through the Kaiser member portal so that you can estimate your out-of-pocket cost share for services.

All care must be accessed at a Kaiser facility. Kaiser will not cover visits to a non-Kaiser provider, except for emergency care outside the Kaiser service area or via formal referral directly from Kaiser.

Additional benefits/services under this plan include telemedicine services, health and wellness classes, wellness coaching, and MyHealth Manager.

## Ameritas Dental PPO

### Plan Description

The District offers one dental plan option through Ameritas Dental PPO. The Ameritas PPO plan offers in-network and out-of-network benefits. When a covered person uses an Ameritas network provider, the out-of-pocket costs may be reduced because you will not be billed for expenses in excess of the maximum allowable charge (contracted Ameritas fee for services). If a covered person uses an out-of-network provider, the out-of-pocket costs will be paid at the Ameritas negotiated rate and the out of pocket expense may be higher.

Enrolled employees and their eligible dependents must select a contracted dentist in order to receive in-network benefits.

This is an incentive level plan with employees and their eligible dependents starting at the 70% incentive level. This means the plan pays up to 70% of allowed costs and the remaining allowable amount is paid by the employee/dependent. In order for the incentive level of coverage to increase annually to the next tier, each employee and/or dependent(s) must have at least one (1) dental exam a year. The incentive level tier will max out at 100%.

Orthodontia benefits are available.

### Summary of Benefits for Plan Year 2024-2025

You must read the summary plan document (SPD) or entire evidence of coverage (EOC) in order to understand the details of your coverage. All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits).



## **Vision Service Plan (VSP)**

### **Plan Description**

The District offers one vision plan option through VSP. The VSP plan offers in-network and out-of-network benefits. When a covered person uses a VSP provider, the out-of-pocket costs may be reduced because you will not be billed for expenses in excess of the maximum allowable charge (contracted VSP fee for services).

Members will receive an IDAmeitas VSP card. To use services, the member simply needs to notify the provider that they have VSP vision coverage and the provider will verify eligibility and benefits.

The plan also offers additional benefits such as Eyeconic, Diabetes Care, LASIK discounts, and TruHearing offers. To view all plan offerings, please log into your VSP member portal.

### **Summary of Benefits for Plan Year 2024-2025**

You must read the summary plan document (SPD) or entire evidence of coverage (EOC) in order to understand the details of your coverage. All current plan year benefit summaries and EOCs/SPDs can be found in [BenefitBridge](#) and on the [District Human Resources Health Benefits and Resources website \(www.scccd.edu/employeebenefits\)](http://www.scccd.edu/employeebenefits).

## **Life and Accident Death & Dismemberment (AD&D) Insurance**

### **General Information**

State Center Community College District offers a life insurance benefit to all eligible employees through VOYA. The District will pay, according to the terms of the contract, for \$50,000 in life insurance benefits for all eligible employees. This benefit is available as long as the employee remains employed with the District and is eligible for the benefit.

Management and confidential employees are provided two policies; one level term of \$50,000 and a decreasing aged-based policy.

### **Dependent Life Insurance**

Eligible employees of the VOYA life insurance benefit may elect coverage of \$5,000 for their eligible dependents enrolled on the medical insurance. The amount of dependent basic life insurance for a child under 14 days is \$500.

### **Accelerated Death Benefit**

As an added benefit to the VOYA life insurance, VOYA allows all eligible participants to receive 50% of their total life insurance benefit immediately in the event of a terminal illness that limits life expectancy to 12 months or less.

### **Accidental Death & Dismemberment Benefits**

If you suffer a covered loss due to a covered accident, you could apply for AD&D benefits. Such covered losses include life, both hands, both feet, sight of both eyes, and speech. For more information, please review the summary plan document.

### **Travel Assistance Services**

VOYA offers a benefit that allows all eligible participants to receive free travel assistance when traveling more than 100 miles from home. Services include emergency medical transport services, medical assistance services, travel assistance services, and security assistance services.

### **Empathy**

VOYA offers a benefit that allows all eligible participants to receive free assistance from Empathy, which includes bereavement support, funeral planning and will preparation services.

For more information on these VOYA products, please log into [BenefitBridge](#) and access the Resources Center, the District Human Resources [Health Benefits and Resources webpage \(www.scccd.edu/employeebenefits\)](#), or contact District Human Resources benefits staff via email at [benefits@scccd.edu](mailto:benefits@scccd.edu) or by phone at (559) 243-7100.

## Employee Assistance Program (EAP) Provided by SimpleTherapy SimpleEAP

### Plan Description

The SimpleTherapy SimpleEAP Employee Assistance Program (EAP) is a free, confidential counseling service available to eligible District employees, their dependents, ***as well as anyone living in their household.***

EAP services are available 24 hours a day, 7 days a week.

Each eligible employee and dependent can receive up to three (3) interfaces (phone calls and face-to-face counseling sessions combined), every six months, with a maximum of six (6) interfaces per year. Benefit renews annually on October 1<sup>st</sup> per problem area, per family unit.

SimpleTherapy SimpleEAP also offers Emotional Fitness Coaching (text therapy), eConnect Mobile App, Animo, Navigator, a web portal and in the moment support.

### Face-to-Face Counseling

Eligible employees and their dependents can receive face-to-face counseling for these issues:

- Marital and Family
- Substance Abuse
- Depression
- Emotional Difficulties
- Adolescent Behavior
- Stress
- Grief

### Referrals and Consultations

Eligible employees and their dependents can receive one (1) thirty (30) minute session of counseling per separate legal matter with a network attorney for these issues:

- Civil/Consumer Issues
- Personal Legal Services
- Real Estate
- IRS Matters
- Estate Planning Law
- Financial Matters
- Immigration and Naturalization

### Additional benefits

Skill builders - E-learning courses that can be completed in 15-20 minutes each. You can get a printable certificate. *(Topics such as business etiquette, caring for aging relatives, eating your*

*way to wellness, effective communication, time management, self-care, conflict resolution, etc).*

Online seminars – on-demand, online seminars such as webinars.

Financial and Legal Center - create a simple will, PocketSmith Personal Financial Manager (online tool to manage personal finances), find legal forms, find financial calculators.

Find resources available for relocation center, fertility, family caregivers, tax preparation and senior care services.

Benefit eligible employees are strongly encouraged to access a wealth of information on health and wellness issues at SimpleTherapy SimpleEAP (<https://simpleeap.com>), username/login - scccd.

## **Voluntary Long-Term Disability (LTD) Insurance Through VOYA Financial**

### **General Information**

The voluntary long-term disability (LTD) income insurance coverage provides benefits to replace a portion of your income should you become ill or injured and are unable to work and receive wages. The voluntary LTD plan is administered by VOYA Financial.

Eligible employees can elect to purchase at their own cost, the LTD insurance coverage which will replace 60% of eligible income up to \$5,000 per month following an elimination period.

Monthly premiums are based on employee salary and employee age.

Eligible employees have 31-days from date of hire (including hire date) to elect coverage or waive coverage. During this initial enrollment period, coverage is offered without the employee having to go through a medical questionnaire (Evidence of Insurability).

Should an employee not elect coverage at time of hire and later decides to elect coverage during the annual open enrollment period, he/she will be required to complete the VOYA Evidence of Insurability and will be subject to approval by VOYA.

This plan has 'other income offsets', 'pre-existing condition exclusion' and other 'exclusions'.

For more information on the long-term disability coverage, please review the LTD Voluntary Summary for Employees hired on or after 09/01/2013 which can be found in your [BenefitBridge](#) portal under Resources Center , on the [Health Benefits and Resources](#) webpage ([www.scccd.edu/employeebenefits](http://www.scccd.edu/employeebenefits)) or contact the Human Resources benefits staff via email at [benefits@scccd.edu](mailto:benefits@scccd.edu) or contact a Benefits Technician at (559) 243-7100.

## **Section 125/Flexible Spending Accounts**

### **Plan Description**

Section 125 Flexible Spending Accounts (FSA) are governed by the IRS and allow eligible employees to deduct their monthly employee payroll deduction toward the medical plan as pre-tax, as well as set aside pre-tax funds to use toward approved out-of-pocket medical, dental and vision expenses and dependent day care expenses.

Because deductions for these out-of-pocket expenses are subtracted from total gross pay each pay period, taxable income is reduced, and the overall cost of the out-of-pocket expenses is decreased since the expenses are paid with pre-tax dollars.

The district's administrator for the FSA plans is American Fidelity. American Fidelity receives, processes, and evaluates all claims for medical and dependent care reimbursements. The IRS sets the regulations that govern the FSA plans.

### **Medical Plan Monthly Employee Payroll Deduction Pre-Tax**

Eligible employees who are enrolling in medical benefits have 31-days from their date of hire to elect to have their medical payroll deduction pre-tax. In order to do this, the employee must elect to pre-tax their medical deduction when completing their benefit enrollment in BenefitBridge. If an employee does not elect at time of hire, he/she may elect during the annual open enrollment period.

### **Medical Reimbursement FSA**

A maximum of \$3,050 per 12-month plan year can be deferred toward approved, out-of-pocket medical reimbursements from a participant's paycheck. Out-of-pocket medical expenses approved for reimbursement by the IRS include co-payments and deductibles for medical, dental, vision and prescription drugs. Approved out-of-pocket medical expenses can also be reimbursed if they are incurred by eligible dependents. Participants in the FSA plan may be reimbursed for approved expenses after a claim is submitted to American Fidelity.

To enroll in a Medical Reimbursement FSA, either at time of hire or during the annual open enrollment period, please contact American Fidelity at (559) 230-2107 extension 0.

### **Dependent Care Reimbursement FSA**

A maximum of \$5,000 per calendar year (\$2,500 if you are married and file a separate tax return) can be deferred toward approved, out-of-pocket dependent care reimbursements from a participant's paycheck. A dependent day care reimbursement account is used to reimburse yourself for eligible dependent care expenses incurred to allow you (and your spouse if you are married) to work or look for work.

To enroll in a Dependent Care Reimbursement FSA, either at time of hire or during the annual

open enrollment period, please contact American Fidelity at (559) 230-2107 extension 0.

## FSA Plan Regulations

FSA plans are regulated under Section 125 of the Internal Revenue Code. There are important federal regulations to consider before enrolling:

- Participants must re-enroll every year in the FSA plan in order to participate.
- Enrollment takes place from mid-August to mid-September.

Employees will receive notifications from the District Human Resources Office each year during the annual open enrollment period of how to enroll/re-enroll in these products.

After enrolling in the FSA plan it is possible to change the annual deferral only if a qualifying change in family status has occurred. A qualifying change in family status is a legal marital status, change in number of dependents, termination or commencement of employment; change in work schedule, dependent satisfies or ceases to satisfy dependent eligibility requirements, or a change in residence or worksite that affects eligibility for coverage.

It is very important to carefully review estimated medical and dependent care expenses before enrolling in the FSA.

*Any unspent deferrals in the FSA plan at the end of the calendar year will be forfeited.* This is known as the “use it or lose it rule” and is part of the IRS regulations governing the FSA plan.



## Contact Information

### BenefitBridge

Access through your District MyPortal apps catalog  
[BenefitBridge](#) Customer Care for Technical Assistance  
(800) 814-1862

### ASCIP 90/70 PPO Medical Plan

Website: [www.anthem.ca/sisc](http://www.anthem.ca/sisc)  
Health Advocate: (866) 695-8622

### ASCIP High Deductible Plan A PPO Medical Plan

Website: [www.anthem.ca/sisc](http://www.anthem.ca/sisc)  
Health Advocate: (866) 695-8622

### Kaiser Permanente HMO Plan – [Member Services](#)

Member portal website: [www.kp.org](http://www.kp.org)  
(800) 464-4000

### Ameritas Dental PPO

Member portal website: <https://www.ameritas.com>  
(888) 652-8393

### Vision Service Plan (VSP)

Member portal website: <https://www.vsp.com>  
(800) 877-7195

### VOYA Life Insurance

(877) 886-5050

### VOYA Travel Assistance

Website: [imglobal.com/member](http://imglobal.com/member) (317) 659-5841

### VOYA Bereavement Support through Empathy

Website: [join.empathy.com/voyasupport-loss](http://join.empathy.com/voyasupport-loss)  
(251) 299-8482

### VOYA Funeral Planning Services through Empathy

Website: [join.empathy.com/voyasupport-loss](http://join.empathy.com/voyasupport-loss)  
(251) 299-8482

### VOYA Will Planning Services through Empathy

Website: [join.empathy.com/voyasupport-preplanning](http://join.empathy.com/voyasupport-preplanning)  
(802) 797-4027

simpleTherapy SimpleEAP

Member portal website: <https://simpleeap.com>

*Website username/login: scccd*

(888) 425-4800

IRC 125 - Flexible Spending Accounts

Website: <http://www.afadvantage.com/>

(866) 504-0010 or (559) 230-2107 ext. 0

*Administered by American Fidelity*

***District Human Resources Office***

(559) 243-7100

[Health Benefits](#) Website: [www.scccd.edu/employeebenefits](http://www.scccd.edu/employeebenefits)

Benefits staff e-mail: [benefits@scccd.edu](mailto:benefits@scccd.edu)

## Section 9 – Workers’ Compensation

### Workers’ Compensation Overview

California’s No-Fault Compensation Law guarantees prompt, automatic benefits to employees who sustain an injury or illness as a result of their employment. The State of California supervises the amount of benefits available and the distribution of all Workers’ Compensation benefits.

#### Who is covered?

State Center Community College District provides all employees and volunteers with Workers’ Compensation benefits. The District has elected to self-fund all Workers’ Compensation liability in partnership with other school districts. All workers’ compensation benefits - medical bills, salary repayment, and other Workers’ Compensation costs - are paid directly by the partnership, which is known as a Joint Powers Authority (JPA). Alliance of Schools for Cooperative Insurance Programs (ASCIP) administers the program and utilizes Athens Administrators to ensure that all workers’ compensation benefits are paid to qualified injured employees in accordance with state regulations.

#### How to Report an Injury and File a Workers’ Compensation Claim

If you experience an injury or illness that arose out of or in the course of employment, notify your Manager immediately and no later than 24 hours after the incident.

**If an injury is an emergency, call SCCCD Police Department (559) 244-5911 or dial 9-1-1.**

In the event of a non-life-threatening injury, you will place a call to the **Company Nurse Hotline 1-877-806-9928** before you leave the premises. A registered nurse will gather information on your injury and make care recommendations.

If your injury is considered first-aid/self-care only, the nurse will provide advice that you are to follow. You may return to your regular position. *If the medical situation should not improve after following the first-aid/self-care advice, you may call back Company Nurse for further triage and a referral for medical care, if needed.*

If the Company Nurse registered nurse determines medical treatment is required, you will be referred to a District designated medical facility for treatment. You should immediately notify your manager and proceed to the designated medical facility for treatment.

If you should have a pre-designation of personal physician on file with the District Human Resources Office, the registered nurse will advise you to contact the District Human Resources Office at (559) 243-7100 for authorization to treat with your pre-designated personal physician.

The Company Nurse registered nurse will forward your information along with an authorization to treat to the designated medical facility for your follow-up care.

The designated medical facility will treat you and provide a work status note indicating your work status (return to work with or without restrictions).

If you are released to return to work without restrictions, you are required to return to work.

If you are released to return to work with restrictions/modified duty, you must notify your manager immediately to begin the interactive discussion process to determine reasonable accommodations.

After every medical appointment, you will need to give your Manager a copy of the work status slip, with your medical diagnosis redacted, provided to you by the designated medical facility.

Within one day of reporting the work-related injury/illness, the District Human Resources Office will send you a Workers' Compensation Claim Form (DWC-1) to complete immediately to begin the workers' compensation claim process. State law requires that you complete this form and return to the District Human Resources Office within one (1) day of receipt.

## **Designated Medical Facilities**

The District is permitted by statute to control medical treatment of work-related injuries/illnesses for the first thirty (30) days from when the injury/illness is reported, and has designated several treatment facilities for the convenience of employees.

These designated medical treatment facilities are:

### **Concentra Medical Centers – North (Primary for Fresno and Clovis)**

7265 N. First Street, Suite 105  
Fresno, CA 93720  
Phone: (559) 431-8181

### **Concentra Medical Centers (Primary for Madera)**

509 S. I St. Suite A  
Madera, CA 93637  
Phone: (559) 673-9020

### **Kings Industrial Medical Center (Primary for Reedley)**

923 G Street  
Reedley, CA 93654  
Phone: (559) 637-4426

### **Kaiser Permanente on the Job (KPOJ)**

7300 N. Fresno St., Oak 1  
Fresno, CA 93720  
Phone: (559) 448-4886

## **Pre-Designation of a Personal Physician**

Employees may designate a personal physician for workers' compensation treatment. A Pre-Designated Physician Form may be obtained from the District Intranet. This form must be completed by both the employee and the physician. The completed form must be on file thirty days prior to the date of injury in order for the employee to be treated by the designated personal physician immediately after the injury. Labor Code 4600 defines personal physician as "the employee's regular physician...who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history." Only one physician may be designated as an employee's personal physician. After thirty days from the time when the injury was reported, an employee may request and be treated by another physician.

## **Transitional Duty Program**

Your health is very important to us. If you ever suffer an industrial injury or illness we want you to have a quick and full recovery.

State Center Community College District has implemented a Transitional Duty Program to return injured employees to transitional duty. The purpose of the program is to allow you to remain active while continuing the healing process and to assist you in maintaining your earnings should you be allowed to work with temporary work restrictions. You will be given the opportunity to play an active part in the decision-making process related to the design of a potential transitional duty position, and your medical confidentiality will be maintained throughout the process.

Transitional, also known as modified duty, assignments are temporary changes in your job or employment condition imposed by a medical doctor as a result of an industrial injury or illness that temporarily prevents you from performing all the tasks of your usual and customary occupation.

Transitional duty may include, among other modifications:

- Reduced or re-distributed hours
- Modification of job duties
- Working in an alternative assignment/position while on temporary restrictions

Participation in this program will be continually reviewed for program effectiveness and the transitional duty assignment is not intended to exceed ninety (90) calendar days per injury. Under no circumstances does this program intend to establish new assignments or displace other employees.

If a transitional duty position is available and you decline to participate in the Transitional Duty Program, your workers' compensation benefits may be affected.

Should you have any questions in regards to the Transitional Duty Program, please contact Frances Garza, Benefits Coordinator, at (559) 243-7100.

## Workers Compensation Claim Form (DWC-1)

PRINT

CLEAR

State of California  
Department of Industrial Relations  
DIVISION OF WORKERS' COMPENSATION



Estado de California  
Departamento de Relaciones Industriales  
DIVISION DE COMPENSACION AL TRABAJADOR

## WORKERS' COMPENSATION CLAIM FORM (DWC 1)

## PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

**Employee:** Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

**Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.**

**Empleado:** Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

**Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".**

Employee—complete this section and see note above

Empleado—complete esta sección y note la notación arriba.

1. Name. <i>Nombre.</i>	Today's Date. <i>Fecha de Hoy.</i>		
2. Home Address. <i>Dirección Residencial.</i>			
3. City. <i>Ciudad.</i>	State. <i>Estado.</i>	Zip. <i>Código Postal.</i>	
4. Date of Injury. <i>Fecha de la lesión (accidente).</i>	Time of Injury. <i>Hora en que ocurrió.</i>	a.m.	p.m.
5. Address and description of where injury happened. <i>Dirección/lugar donde ocurrió el accidente.</i>			
6. Describe injury and part of body affected. <i>Describe la lesión y parte del cuerpo afectada.</i>			
7. Social Security Number. <i>Número de Seguro Social del Empleado.</i>			
8. <input type="checkbox"/> Check if you agree to receive notices about your claim by email only. <input type="checkbox"/> Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico. Employee's e-mail. <i>Correo electrónico del empleado.</i>			
You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. <i>Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.</i>			
9. Signature of employee. <i>Firma del empleado.</i>			

Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.

10. Name of employer. <i>Nombre del empleador.</i>	
11. Address. <i>Dirección.</i>	
12. Date employer first knew of injury. <i>Fecha en que el empleador supo por primera vez de la lesión o accidente.</i>	
13. Date claim form was provided to employee. <i>Fecha en que se le entregó al empleado la petición.</i>	
14. Date employer received claim form. <i>Fecha en que el empleado devolvió la petición al empleador.</i>	
15. Name and address of insurance carrier or adjusting agency. <i>Nombre y dirección de la compañía de seguros o agencia administradora de seguros.</i>	
16. Insurance Policy Number. <i>El número de la póliza de Seguro.</i>	
17. Signature of employer representative. <i>Firma del representante del empleador.</i>	
18. Title. <i>Título.</i>	19. Telephone. <i>Teléfono.</i>

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

**Empleador:** Se requiere que Ud. feche esta forma y que propée copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/Copia del Empleador ☐ Employee copy/Copia del Empleado ☐ Claims Administrator/Administrador de Reclamos ☐ Temporary Receipt/Recibo del Empleado

## The Company Nurse Flyer

# IN CASE OF WORKPLACE INJURY

## En caso de un accidente laboral

**COMPANY NURSE™**  
Powered by  
**Lintelio**

**Available**  
**24/7/365**



Phone (Teléfono)  
**1-(877) 806-9928**

Digital, powered by Lintelio  
(Digital, implementado por Lintelio)



Employer Name (Nombre De la Compañía)  
**State Center Community College  
District**

Search Code (Código De Búsqueda)

**1**

**Injured worker notifies supervisor.**  
El trabajador herido notifica a su supervisor.

**2**

**Supervisor/Injured worker:**

- Calls above number OR
- Scans above code with their smartphone (they will see Lintelio), clicks "Let's Get Started," registers, and selects "Incident."

Supervisor / trabajador herido:

- Llama a el número en la parte de arriba O
- Escanea el código de arriba con su teléfono, Da clic en "Let's Get Started/comencemos," se registra, y selecciona "Incident/incidente."

**3**

**Company Nurse gathers information and helps injured worker access appropriate care. Injured worker notifies Supervisor of the outcome of the call.**

Company Nurse obtiene la información y ayuda al trabajador herido a obtener el tratamiento médico adecuado. El trabajador lesionado le notifica a su supervisor el resultado de la llamada.

**NOTICE TO EMPLOYER/SUPERVISOR:** Please post copies of this poster in multiple locations within your worksite. If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.



## The Facts About Workers' Compensation



### Athens Administrators

Post Office Box 696  
Concord, CA 94522-0696

Phone: (925) 482-3535



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**Athens Administrators** • Post Office Box 696 • Concord, CA 94522-0696 • Phone: (866) 482-3535





## The Facts About Workers' Compensation

### Pre-designation Of Personal Physician

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) or medical group if: You have health care insurance for injuries/illness that are not work related, the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records; your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries; prior to the injury your doctor agrees to treat you for work injuries or illnesses; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness, and (2) your personal doctor's name and business address.

You may use this form, a form provided by your employer or provide all the information in writing to notify your employer if you wish to have your personal medical doctor or a doctor osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

### Notice of Pre-designation Of Personal Physician

**Employee: Complete this section**

Employer: \_\_\_\_\_

If I have a work-related injury or illness, I choose to be treated by: \_\_\_\_\_

\_\_\_\_\_  
(Name of doctor) (MD, DO, or medical group)

\_\_\_\_\_  
(street address, city state, zip) (telephone number)

Employee Name (Please Print): \_\_\_\_\_

Employee Address: \_\_\_\_\_

Name of insurance Company, Plan or Fund providing health coverage for non-occupational injuries or illnesses: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \ \

Note to Employee: Unless you agree in writing, neither your employer or Athens Administrators may contact your personal physician to confirm a pre-designation. If your physician does not sign this form, other documentation that they agreed to be pre-designated prior to the injury will be required. If you agree, your employer or Athens Administrators may contact your personal physician to confirm this pre-designation, sign and date below:

Employee Signature: \_\_\_\_\_ Date: \ \

Employee #: \_\_\_\_\_

### Physician: I agree to this Pre-designation:

Signature: \_\_\_\_\_ Date: \ \

(Physician or Designated Employee of the Physician)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3). (Optional DWC Form 9783 July 1, 2019)

**Athens Administrators** • Post Office Box 696 • Concord, CA 94522-0696 • Phone: (866) 482-3535




**When a work injury occurs:**

- Quickly seek first aid.
- Call 9-1-1 for help immediately if emergency medical care is needed.
- Immediately report injuries to your supervisor.

**Athens Anthem MPN Information:**
**MPN Website:**

<https://www.medexadvantage.com/athens/>

**MPN effective date:** 10/01/2010

**MPN ID:** 2437

**For MPN questions, call:**

(866) 482-3535

Or email [lfarlander@athensmci.com](mailto:lfarlander@athensmci.com)

**Information & Assistance Office:**

2550 Mariposa Mall #4078

Fresno, CA 93721

**For help locating a MPN physician, call your MPN**
**access assistant at:**

(888) 509-1474

**What is workers' compensation?** Its purpose is to insure that an employee who is found to sustain an industrial injury or illness will be provided with benefits to medically cure or relieve them from the effects of the injury/illness, provide temporary compensation when they are medically unable to perform any occupational function, compensation for any residual handicap and/or impairment of bodily function, benefits for dependents if an employee dies as a result of an injury/illness, protection from discrimination by his/her employer because of the injury/illness.

**Am I Covered?** Nearly every person employed in California is protected by workers' compensation, however there are a few exceptions. People that are self-employed or volunteer workers may not be covered. Similar laws cover federal and maritime workers. Athens Administrators Risk Services Group (Athens Administrators) is your employer's claims administrator. Your employer or Athens Administrators can answer any questions you might have about coverage.

**What Does Workers' Compensation Cover?** If you have an injury/illness due to your job, it is covered. The cause can be a single event, like a fall or it can be due to repeated exposures, such as hearing loss due to constant loud noise. Injuries ranging from first-aid to serious accidents are covered. Even injuries related to a workplace crime, such as psychological or physical injuries, are covered under workers' compensation. Some injuries that result from voluntary activity, such as off duty social or athletic activities may not be covered. Check with your employer or Athens Administrators if you have questions. Coverage begins the moment you start your job. There is no probationary period or wage rate.

**Duty Of The Employee.** Immediately notify your employer or Athens Administrators so you can get the medical help that you need without delay. If your injury is greater than a first-aid injury, your supervisor will give you a Claim Form (Form DWC-1) for you to describe where, when and how it happened. To submit a claim, fill out the "Employee" section of the DWC-1. Keep one copy of this form and give the remaining pages to your supervisor. Your employer will fill out the "Employer" section and return a signed and dated copy of the form to you. Your employer will keep a copy of this form and forward another to Athens Administrators. Athens Administrators is in charge of handling your claim and informing you about your eligibility for benefits.



**Athens Administrators** • Post Office Box 696 • Concord, CA 94522-0696 • Phone: (866) 482-3535



Your claim benefits do not start until your employer knows about your injury, so report and file the DWC-1 as quickly as possible. California law requires your employer to authorize medical treatment within one working day of receipt of your Claim Form. Employers are liable for up to \$10,000 in treatment pending a decision by Athens Administrators for a claim to be accepted or rejected. Waiting to report may delay workers' compensation benefits. You may not receive benefits if you fail to file a claim within one year of the date of injury, the date you know the injury was work related, or the date benefits were last provided.

**Duty of the Employer:** Provide this form to every employee at the time of hire or by the end of their first pay period.

Within one working day, upon knowledge or notice from any source of a work injury/illness greater than first-aid, provide the employee with a Claim Form (DWC-1) and authorize medical treatment and report the claim to Athens Administrators Risk Services Group.

**What are the benefits?** You may be entitled to various kinds of benefits under California workers' compensation law including:

**Medical Care:** Medical treatment that is reasonably required to cure or relieve the injured worker from the effects of the injury/illness. There is no deductible or co-payment. These medical benefits may include lab tests, physical therapy, hospital services, medication and treatment by a doctor. State law limits certain medical services as of January 1, 2004. You should never receive a medical bill. If additional treatment is necessary, Athens Administrators will coordinate medical care that meets applicable treatment guidelines for the injury. The doctor may be a specialist for your specific type of injury, and he or she will be familiar with workers' compensation requirements and will report promptly to Athens Administrators so your benefits can be paid.

The physician with overall responsibility for treating your injury/illness is your primary treating physician (PTP). The PTP decides what kind of medical care you need and if you have work restrictions. If necessary, the PTP will review your job description with you and your employer to define any limitation or restrictions that you may have. This doctor also is responsible for coordinating care between other medical providers and will write reports about any permanent impairment of bodily function(s) or the need for future medical care. Generally, your employer selects the PTP you will see for the first 30 days, but if you want to change doctors for any reason, ask your employer or Athens Administrators. They're as interested as you are in your prompt recovery and return to work and will select a different doctor for you. If your employer has a Medical Provider Network (MPN) you will be directed to treat with a physician within the MPN and different rules apply regarding changing your physician.

You can be treated by your personal physician or medical group immediately if you have health care insurance for injuries or illness that are not work related, and your physician agrees in advance to treat you for any work injuries/illnesses and has previously directed your treatment and retains your medical records and agrees, prior to your injury/illness, to treat you for workplace injuries/illnesses and you gave your employer your physician's name and address in writing before the injury. You may use the form inside of this pamphlet or your employer may have a form for you to use.

If you give the name of your personal chiropractor or acupuncturist, different rules apply, and you may need to see an employer-selected physician first.

**Temporary Disability Benefits:** If you are not medically able to work for more than three days due to your work-related injury, counting weekends, you have a right to temporary disability (TD) payments to assist substituting your lost wages. After two weeks from reporting the injury, you will receive a check. If your employer has a salary continuation plan, your benefit may be included in your regular paycheck. TD is payable every 14 days until the doctor states you can return to work (Payments won't be made for the first three days, though, unless you're

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hospitalized as an inpatient or unable to work more than 14 days). The amount of the payments will be two-thirds of your average wage, subject to minimums and maximums set by the state legislature. Although the TD payment will not be the full amount of your regular paycheck, there are no deductions and the payments are tax-free. For injuries occurring on or after January 1, 2008, TD payments are limited to 104 compensable weeks within five years of date of injury. For a few long-term injuries such as chronic lung disease or severe burns, TD payments can last up to 240 weeks within five years from the date of injury. If you reach the maximum TD payment period before you can return to work or before your condition becomes permanent and stationary. See the "Other Benefits" section of this pamphlet for additional information. A timely filing with Employment Development Department may result in additional State Disability benefits when TD benefits are delayed, denied, or terminated.

**Permanent Disability:** If your doctor says your injury will always leave you with some permanent impairment of bodily function(s), you may receive permanent disability (PD) payments. The amount depends on the doctor's report, how much of the PD was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. State law determines minimum and maximum amounts, and they vary by injury date.

If you are entitled to PD, Athens Administrators will send you a letter explaining how the benefit was calculated. If the injury causes PD, the first payment of PD benefits is made within 14 days after the last payment of TD, unless your employer has offered you a position that pays at least 85% of your date of injury wages or if you are returned to a position that pays you 100% of the wages and, compensation paid to you on the date of injury, the PD would be paid after an Award issues.

**Supplemental Job Displacement Benefit (SJDB):** If you have a permanent whole person impairment, the eligibility for SJDB begins when your employer does not offer regular work, permanent, modified, or alternative work within 60 days of the receipt of a doctor's Medical Maximum Improvement (MMI) report. This is a nontransferable voucher for education-related retraining and/or skill development at state-approved schools, tools, licensing, certification fees and other resources as possible benefits. If you qualify for the supplemental job displacement benefit, Athens Administrators will provide a voucher up to a maximum of \$6,000.

**Death Benefits:** If the injury/illness causes death, payments may be made to your dependents. State law sets these benefits and the total benefit depends on the number of dependents. The payments are made at the same rate as TD payments. In addition, workers' compensation provides a burial allowance.

**Discrimination:** It is a violation of Labor Code Section 132(a) and illegal for your employer to punish or fire you for having a workplace injury/illness, for filing a claim or for testifying in another person's workers' compensation case. If your employer is found guilty of discrimination, you would be entitled to increased benefits, reinstatement and reimbursement for lost wages and benefits.

**Other Benefits:** Sometimes people confuse workers' compensation with State Disability Insurance (SDI). Workers' compensation covers on-the-job injuries/ illnesses and is paid for by your employer or their insurance. On the other hand, SDI covers off-the-job injuries or sicknesses, and is paid for by deductions from your paycheck. If you are not getting workers' compensation benefits, you may be able to get State Disability benefits. Contact the local office of the State Employment Development Department listed in the government pages of your phone book for more information.

You may be eligible to access the return-to-work fund, for the purposes of making supplemental payments to injured workers whose PD benefits are disproportionately low in comparison to their earnings loss. If you have questions or think you qualify, contact the Information & Assistance office listed in this pamphlet or visit the DIR website at: [www.dir.ca.gov](http://www.dir.ca.gov).

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**If You Still Have Questions...** ask your supervisor or employer representative. Or contact Athens Administrators at the number indicated on workers' compensation posters at work and on this brochure. You can also contact the State Division of Workers' Compensation (DWC) and speak with an Information and Assistance Officer. These officers are available to review problems, answer questions and provide additional written information about workers' compensation at no charge. The local office is listed below and posted at your work-place. You can also call 800-736-7401 or visit the DWC website at: <http://www.dir.ca.gov/dwc>

#### **WORKERS' COMPENSATION FRAUD IS A FELONY**

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Fines can be up to \$150,000 and imprisonment up to five years.



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## Medical Provider Network Notification



### STATE CENTER COMMUNITY COLLEGE DISTRICT ATHENS MPN



**For questions regarding your workers' compensation claim:**

**Mailing Address:**

Post Office Box 696  
Concord, CA 94522-0696

**Toll Free:**

(866) 482-3535

**Visit:**

[www.Athensadmin.com](http://www.Athensadmin.com)





#### WHAT IF I AM ALREADY BEING TREATED FOR A WORK-RELATED INJURY BEFORE STATE CENTER COMMUNITY COLLEGE DISTRICT-ATHENS MPN BEGINS?

If your current treating doctor is or becomes a member of SCCCD- Athens MPN, then you may continue to treat with this doctor and your treatment will be under SCCCD-ATHENS MPN. If your current treating doctor **is not** or does not become a member of SCCCD- Athens MPN, then you may be sent to a SCCCD- Athens MPN doctor for treatment. If this occurs, you will be sent a letter and your doctor will also be notified.

You will not be transferred to a doctor in SCCCD- Athens MPN if your injury or illness meets **any** of the following conditions:

**(Acute)** The treatment for your injury or illness will be completed within 90 days;

**(Serious)** Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made. This one year period starts from the date of your receipt of the notification of the determination that you have a serious chronic injury or illness.

**(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.

**(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date.

If SCCCD- Athens MPN is going to transfer your care and you disagree, you may ask your treating doctor for a report that addresses whether you are in one of the categories listed above.

Your treating doctor shall provide the report to you within twenty (20) calendar days of your request. If your treating doctor fails to issue the report, then the determination made by State Center Community College District-Athens MPN shall apply.

If either SCCCD-ATHENS MPN or you do not agree with your treating doctor's report, this dispute will be resolved according to **Labor Code Section 4062**. You must notify one of the persons listed previously if you disagree with this report.

If your treating doctor agrees that your condition **does not** meet one of those listed above, the transfer of care will go forward while you continue to disagree with the decision.

If your treating doctor believes that your condition **does** meet one of those listed above, you may continue to treat with them until the dispute is resolved.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

#### WHAT IF I AM BEING TREATED BY A SCCCD-ATHENS MPN DOCTOR AND THEY LEAVE THE MPN?

Your employer or insurer has a written Continuity of Care Policy that provides for a system that may allow you to complete your medical treatment when your treating doctor is no longer actively participating in State Center Community College District- Athens MPN.

If you are being treated for a work-related injury in State Center Community College District-Athens MPN and your doctor no longer has a contract with the MPN, your doctor may be allowed to continue to treat you if your injury or illness meets one of the following conditions:

**(Acute)** The treatment for your injury or illness will be completed within 90 days;

**(Serious)** Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year from the contract termination date, until a safe transfer of care can be made.

**(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.





**(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the contract's termination date.

If any of the above conditions exist, SCCCD- Athens MPN may require your doctor to agree in writing to the same terms they agreed to when they were a provider in State Center Community College District- Athens MPN Network.

If they do not, they may not be able to continue to treat you. If the contract with your doctor was terminated or not renewed by State Center Community College District- Athens MPN for reasons relating to medical disciplinary cause or reason, fraud or criminal activity, you will not be allowed to complete treatment with that doctor.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

#### WHAT IF I NEED HELP?

You may always contact the persons previously listed for more help or explanation about your medical treatment if you have a work-related injury or illness. Also, if you have concerns, complaints or questions regarding a specific MPN or the notification process or your medical treatment after a work-related injury or illness, you can contact:

**Information and Assistance Officer  
at the Division of Workers' Compensation  
1.800.736.7401**

California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation Physician Network called a **Medical Provider Network (MPN)**. This MPN is administered by Anthem. This form gives you information about the MPN program and describes your rights in choosing medical care for work related injuries and illnesses.

#### WHAT IS AN MPN?

A Medical Provider Network (MPN) is an entity or group of providers that has been approved by the State of California Division of Workers' Compensation (DWC) to provide health care to workers who are injured on the job.

MPNs must meet the quality and service standards set by the Division of Workers' Compensation. They must have health care providers who understand the workers' compensation system and occupational health care. State Center Community College District- Athens MPN will make sure that you have medical treatment available at reasonable times if you have a work-related injury or illness. All medical treatment will be in accordance with the medical standards approved by the DWC.

#### HOW DO I FIND OUT WHICH DOCTORS ARE IN MY MPN?

You may access the doctors in the network by visiting:

**Website:** <https://www.medexadvantage.com/athens/>

**MPN #: 2437**

The insurance company has designated the following person to be the MPN contact for all employees. They will tell you how to review, receive or access the names of the doctors in your network.

**Contact Title:** Medical Access Assistant

**Telephone:** (877) 775-7772

**Email:** [MPNhelp@medexhco.com](mailto:MPNhelp@medexhco.com)

Your employer's workers' compensation representative have access to this listing in hard copy and online formats.







In addition, you may contact **SCCCD - ATHENS MPN** if you have any questions, or cannot locate a copy of your MPN list of doctors:

**ATHENS ANTHEM WORKERS' COMPENSATION<sup>SM</sup>**  
**Telephone: (866) 482-3535**

#### WHAT IF I GET INJURED AT WORK?

When you notify your employer or insurer that you have had a work-related injury, your employer or insurer will arrange an appointment with a doctor in SCCC- Athens MPN Network. After this first visit, you may continue to be treated by this doctor, or you may choose another doctor **from the MPN Network that treats your type of injury**, and you may continue to choose doctors within State Center Community College District- Athens MPN Network for all of your medical care for this injury. If appropriate, you may also ask for a referral to a specialist. If you need help in choosing a doctor or seeing a specialist, or if you are having trouble getting an appointment with a MPN provider, you may contact one of the people previously listed.

**SCCCD-ATHENS MPN** has at least **three (3)** physicians of each specialty expected to treat common injuries based on the type of occupation or industry in which you are engaged.

**SCCCD-ATHENS MPN** has a primary treating physician and a hospital for emergency health services, or if separate from such hospital, a provider of all emergency health care services, within **thirty (30)** minutes or **fifteen (15)** miles of your residence or workplace.

**SCCCD-ATHENS MPN** has providers of occupational health services and specialties within **sixty (60)** minutes or **thirty (30)** miles from your residence or workplace. For workers traveling within California but outside the MPN network, if non-emergency medical care is needed, call the MPN contact for a list of accessible providers or for authorization to go to a non-MPN provider if a MPN provider is not accessible.

If you require treatment in a rural area, alternative access standards shall apply. Under these standards, the MPN shall arrange or approve non-emergency medical care from physicians within or outside of the MPN. The MPN shall ensure the availability of three (3) such physicians, who shall be available to you for treatment, or for obtaining a second or third opinion if requested. The MPN shall ensure that all services shall be available and accessible at reasonable times to all covered employees.

The MPN shall arrange or approve non-emergency medical care from physicians outside of the MPN for:

- A.** Covered employees authorized by the employer to temporarily work or travel for work outside the MPN geographic service area when the need for medical care arises;
- B.** Former employees whose employer has ongoing workers' compensation obligations and who permanently reside outside the MPN geographic service area;
- C.** Injured employees who decide to temporarily reside outside the MPN geographic service area during recovery.

The MPN shall ensure the availability of at least three (3) such physicians who have either been referred by the employee's primary care physician within the MPN or have been selected by the MPN, and who shall be available for treatment, or for obtaining a second or third opinion if requested by the injured worker. These referred physicians shall be located within the MPN access standards as found in this application.

For non-emergency services, the MPN shall ensure that an appointment for initial treatment is available within three (3) business days of the MPN's receipt of a request for treatment within the MPN. For non-emergency specialist services, the MPN shall ensure that an appointment is available within twenty (20) business days of the MPN's receipt of a referral to a specialist within the MPN.

If your primary care physician refers you to a type of specialist not included in the MPN, you may select a specialist from outside the MPN. Injured employees shall be able to receive emergency health care services from a medical service or hospital provider who is not a member of the MPN.





### WHAT IF I DO NOT AGREE WITH MY DOCTOR?

If you do not agree with either the **diagnosis or treatment** prescribed by your doctor, you may ask for a second and third opinion from doctors within State Center Community College District- Athens MPN Network.

If you wish a **second opinion**, you must contact the person from your employer or insurer listed above and tell them you wish a second opinion. The contact person will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from State Center Community College District- Athens MPN Network and make an appointment **within 60 days**. You must tell the employer or contact person of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a second opinion. If the second opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer, and you will get a new list of SCCCC- Athens MPN doctors or specialists so you can make another selection.

If you get a second opinion, and still disagree with your doctor, you may ask for a third opinion.

If you wish a **third opinion**, you must contact the person from your employer or insurer listed above and tell them you wish a third opinion. They will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from State Center Community College District- Athens MPN Network and make an appointment within 60 days. You must tell the person listed above of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a third opinion. If the third opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer and you will get a new list of SCCCC- Athens MPN doctors or specialists so you can make another selection.

A copy of the written report from a second or third treating physician shall be provided to you, your treating doctor, and the contact person, within 20 days of the date of the appointment or receipt of the results of the diagnostic tests, whichever is later. If you get a third opinion, and still disagree with your doctor, you may ask for an **Independent Medical Review (IMR)**. Your employer or insurer contact person will give you information about requesting an Independent Medical Review and a form at the time you request a third opinion.

As long as your second opinion, third opinion or Independent Medical Reviewer agrees with the treating doctor, you will continue to receive your medical treatment with doctors in State Center Community College District- Athens MPN network. If the Independent Medical Reviewer does not agree with your treating doctor, you may seek that medical treatment from either inside or outside SCCCC- Athens MPN. If you receive treatment outside the MPN, it can only be for the treatment or diagnostic service recommended by the Independent Medical Reviewer.

Once this treatment is completed, you will receive all other treatment with a doctor of your choice within the MPN Network.

### For questions regarding your workers' compensation claim:

#### Mailing Address:

Post Office Box 696  
Concord, CA 94522-0696

#### Toll Free:

(866) 482-3535

#### Visit:

[www.Athensadmin.com](http://www.Athensadmin.com)



## Contact Information

District Human Resources

(559) 243-7100

HR benefits staff email: [benefits@scccd.edu](mailto:benefits@scccd.edu)

Company Nurse (*To report an injury*)

(877) 854-6877

Athens Administrators, *Workers Compensation Claims Administrator*

(866) 482-3535

## Section 10 – Environmental Health and Risk Management

State Center Community College District is committed to providing a safe and healthful work and educational environment. To ensure we have a robust safety culture, State Center Community College District will:

- Establish programs and procedures designed to protect the health and safety of faculty, staff, and students
- Provide safe workplaces - academic, and administrative - for faculty, staff, and students
- Provide information to faculty, staff, and students about health and safety hazards
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards
- Provide information and safeguards for those on campus regarding hazards arising from operations at State Center Community College District

Through the anticipation, recognition, evaluation, and control of environmental factors or stressors, the Department of Environmental Health and Risk Management (DEHRM) works to assure a safe and healthful campus environment for our employees, students, and visitors. DEHRM is responsible for developing and implementing programs to ensure compliance with applicable local, state and federal health, safety and environmental regulations and requirements. DEHRM administers or provides support for:

- Injury Illness and Prevention
- Laboratory Safety
- Hazardous Materials Management
- Bloodborne Pathogen Control
- Hazardous Waste Management
- Bio-hazardous Waste Management
- Environmental Permitting, and
- Safety and Loss Control

### Environmental Health and Risk Management Office

State Center Community College  
Department of Environmental Health and Risk Management  
1171 Fulton Street  
Fresno, California 93721  
(559) 243-7251, Extension 7251 from campus phone  
[dehs@scccd.edu](mailto:dehs@scccd.edu)  
Director: Darren Cousineau

### Health and Safety Training

State Center Community College District's policy requires that all employees shall be trained to

protect themselves from hazards in their working and educational environments. All employees will be trained in:

- General health and safety practices
- Task-specific health and safety practices and hazards
- Recognition and assessment of health and safety risks
- Minimization of risks through sound safety practices and use of protective equipment
- Regulations and statutes applicable to their activity, and
- State Center Community College District's health and safety policies

Safety training comes in many forms and may consist of web-based training, formal and informal safety meeting and discussions, as well as safety bulletins, videos, pamphlets, and postings. All new employees will complete a certain number of web-based training modules upon their appointment through the District's eLearning portal. Depending on an employee's job classification and work duties, employees will be assigned training courses, including:

- Injury and Illness Prevention
- Hazard Communication (Right to know)
- Chemical Hygiene
- Bloodborne Pathogens
- Utility Cart Safety
- Office Ergonomics
- Making the Right Move (safe lifting and moving practices)

The web-based health and safety training will be provided to you by the Human Resources office EEO/Diversity & Classified Professionals Development Department

## Health and Safety Programs

Several of the District's written health and safety programs may be viewed and downloaded from the DEHRM website. To access the written plans, direct your web browser to: [www.scccd.edu](http://www.scccd.edu) > Offices and Departments > District Operations > Environmental Health > Safety, Health & Environmental Programs. Examples of the programs you may view or download include:

- Injury and Illness Prevention (IIPP)
- Bloodborne Pathogen Exposure Control
- Chemical Hygiene
- Hazard Communication, and
- Heat Illness Prevention

At the site, you may also download the **Report an Unsafe Condition** form.

## Section 11 – Emergency Preparedness

### State Center Community College Police Department

The State Center Community College District Police Department (SCCCD PD) is a POST-certified full-service agency operating in compliance with all state standards for recruiting and training under California Penal Code 13522. Our Campus Police Officers are authorized by Penal Code section 830.32 and Education Code section 72330. Our law enforcement authority extends to any place in the state for the purpose of performing our primary duty and is identical to that of municipal and county law enforcement officers. Campus Officers receive the same basic and ongoing training as municipal and county peace officers throughout the state, plus additional training to meet the unique needs of a campus environment policing.

SCCCD PD authorized staffing consists of the Chief of Police, 1 Police Lieutenant, 3 Police Sergeants, 16 Police Officers, 1 Police Communications and Records Coordinator, and 5.5 Communication Dispatchers. A cadre of Student Workers assists the Department and perform the duties of Clerks, Parking Enforcement Officers, and District Service Officers.

SCCCD Police Officers provide the primary law enforcement response on and around Fresno City College, Reedley College, Clovis Community College, Madera Community Colleges Center, Oakhurst Community College Center, Career Technology Center, Herndon Campus, and the District's Fulton Building. SCCC PD patrol all District sites seven days a week, 24 hours a day.

SCCCD PD handles all patrol, investigations, crime prevention education, alarm monitoring, parking enforcement, emergency preparedness, and related law enforcement duties for the District. The SCCC PD also coordinates with the Cities of Fresno, Clovis, and Reedley and the County Sheriff's Offices of Madera and Fresno. The SCCC PD runs a communications center staffed by POST Certified Communications Dispatchers who are responsible for receiving emergency and non-emergency calls for service, communication with Campus Officers, and allied agencies. Our Communications Dispatchers also monitor fire and intrusion alarms from throughout the District. The Department is also responsible for controlling and enforcing parking on all District campuses and properties.

### Mission

The mission of SCCC PD is to provide comprehensive law enforcement services that enhance the educational mission of the District and the colleges we serve. We are committed to the protection of life and property, the prevention and detection of crime, the enrichment of the quality of life, and embracing the principles of "Community Oriented Policing and Problem Solving." The SCCC PD will work collaboratively with academic and administrative units, individuals, and organizations. Through these partnerships, we will preserve a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to all, and open exchange of ideas. The SCCC PD is committed to being a sensitive, caring, and impartial policing organization dedicated to the highest level of professionalism and integrity.

The SCCC PD maintains a [website](#) where you will be able to review other resources that are available online. This website was designed to provide the user with greater access to the Department's resources and services, coupled with links to websites of specific interest. Additionally, you can find important resources information and statistical crime data, parking information, personal safety information, and more in the [Annual Security and Fire Safety Report](#).

## Contact Information

State Center Community College PD

1940 East Calaveras

Fresno, California 93704

Non-emergency: (559) 244-6140

Emergency: (559) 244-5911, or extension #5911 from any campus phone

## SCCCD PD Hours

Business Office hours: Monday through Friday, 7:00 AM to 10:30 PM

Saturday and Sunday: Closed

## Emergency Phones

Emergency phones are located throughout all State Center Community College District Campuses. They are yellow, with blue lights on top for clear visibility. To operate them, press the button and talk. These phones are for emergencies or to request police assistance.

## 1<sup>st</sup>2Kknow SCCC Emergency Alert System

1st2know State Center Community College District [Emergency Alert System will](#) notify you of any emergency on campus by sending a text message to your cell phone.

## Emergency Notifications

Emergency notifications are handled by the SCCC Police Department. These types of communications are deemed necessary to prevent potential bodily harm or loss of life. These communications can be of emergencies, such as, but not limited to:

- Shooter on campus
- Fire on campus
- Building evacuation instructions due to a bomb threat, harmful chemical spill or gas leak

The following District affiliates will be automatically enrolled into such emergency notifications and will be unable to opt-out until such association with the District is terminated:

- Active Students
- Active Instructors
- Active Employees

While the above District affiliates are unable to opt-out of emergency notifications, the affiliate does have the option on how to be notified. These affiliates can choose to be notified by either text message via a personal cell phone number, or by personal email address, or both by providing the appropriate contact information using the MyPortal Communication Preferences form. Please see the Communication Preferences information page on how to provide and validate a personal cell phone number or email address for the purpose of electronic communication channels, and self-service password resets.

### **Twitter – Notification and Safety Information: scccdpolice@SCCCD\_PD**

This system will be used in concurrence with our existing 1<sup>st</sup>2know Emergency Alert System. In order to use this system, you must sign up for a TWITTER account and then subscribe to follow SCCCD\_PD, if you no longer wish to follow, simply unfollow, and you will no longer receive the notices.

No costs are related to this item, that we are aware of.

Privacy: TWITTER is a social web site; any entry can be seen by anyone who subscribes to the service.

### **Emergency Procedures**

This information is disseminated to assist all students, faculty, and staff members in responding to different emergencies, which may occur during the course of their duties at State Center Community College District (SCCCD). This Guide should be posted in every office and in each classroom adjacent to the white board where it will be immediately available should one of the identified emergencies occur.

Please familiarize yourself with the contents of this Guide. In an emergency, it will serve as a quick reference for effective action. New employees are familiarized with it as part of their orientation program.

The SCCCD PD is available seven days a week to respond to any emergency, which may occur. If there are any questions or comments regarding this guide, **please contact the SCCCD PD at extension # 6140.**

José Flores, Chief of Police  
SCCCD Police Department





Example of Emergency Procedures flyer that is posted in each room on campus.

## Active Shooter

The National Tactical Officers Association defines active shooter as one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter's overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc. The definition of an active shooter can include any assault with a deadly weapon causing a mass homicide.

An Active Shooter is an armed person who has used deadly force on other persons and continues to do so while having unrestricted access to additional victims.

Faculty and staff members must be vigilant to the risk of violence on campus. Some behaviors to take notice of and report to District police are:

- Unusually aggressive, odd, or scary behavior of students or coworkers;
- Threats of violence or retribution, either serious or said jokingly;
- Students or coworkers who are distraught or suicidal;
- Overheard comments or rumors of some planned or intended violence;

When you hear shooting or when notified of a shooting on campus, do the following:

- Do Something!
- Protect yourself and the lives of others.
- Implement your Active Shooter survival plan
  - Run
  - Hide
  - Fight

Notify police - **Call for help at 911 or extension 5911** be prepared to answer the dispatcher's questions, do not hang up until told to do so by the dispatcher.

### Active Shooter Questions

If you report an incident of an Active Shooter, District Police Dispatch will ask you a number of questions. To the best of your ability, be prepared to answer the following questions:

- Provide clear, accurate information quickly and identify,
- Yourself
- Your Location
- Number of Suspects
- Suspect/s information
- Suspect/s location
- Suspects/s weapon information
- Suspect/s direction of travel
- Personal or group medical needs
- Call back number
- Do not hang up on dispatcher, unless your safety requires you to hang up

### Fire

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.

**Call for help and District Police at 911 or extension 5911.** Be prepared to give your name, Department, and location of the fire. Do not hang up until the dispatcher tells you to do so.

If the fire is small (e.g. trash can), you may wish to extinguish it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the fire extinguisher. If an extinguisher is used, please notify the District Police Dispatcher of the location so the extinguisher can be replaced.

If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm should sound continuous. If it stops, continue to evacuate. Warn others who may enter the building after the alarm stops.

If time permits, take personal belongings and lock files before leaving. Walk; do not run, to the nearest exit. Evacuate to a distance of 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.

When the alarm sounds, do not use the elevator. An elevator may become inoperative and become a trap. If possible, give assistance to disabled persons using the stairs.

If you have a mobility impairment, request assistance from those nearest you. In the event, no

one is available to help, proceed to the nearest stairway landing, away from the fire. Shout for help, if possible, call for help at 911 or District Police at extension # 5911, and wait there until help arrives.

Notify either public safety or firefighters on the scene if you suspect someone may be trapped inside the building.

## **Injury or Illness**

Do not move a seriously injured person unless there is a life-threatening situation.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and telephone (extension) number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious and breathing, etc. District Dispatch will contact the campus nurse(s) and arrange for an ambulance if required.

Return to the victim, if trained, administer first aid, and keep the victim as calm and comfortable as possible. You should become familiar with those persons in your building who are trained in first aid or C.P.R. should they be needed. You should know the location of the nearest first aid kit and/or Automated External Defibrillator (AED), if available.

Remain with the victim until District Police Officers arrive.

Report an injury or illness to your supervisor and the Company Nurse at 1-877-740-5017.

## **Crimes in Progress/Civil Disturbance**

Do not attempt to apprehend or interfere with the criminal except in case of self-defense.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and Department. Advise them of the situation, and remain where you are until contacted by an officer.

If safe to do so, stop and take the time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his or her name is known. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.

In the event of civil disturbance, call District Police at extension # 5911, or (559) 244-5911. If the disturbance is outside, lock your doors, stay away from doors and windows.

Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.

## Bomb Threat/Suspicious Objects

Bomb threats usually occur by telephone or email.

The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist below.

**Call for help and District Police at 911 or extension 5911.** Give your name, location, and telephone number or extension. Inform them of the situation, including any information you may have as to the location of the bomb, time set to explode, and the time you received the call.

Inform your supervisor and/or the Division Dean's Office.

Campus authorities will be responsible for building evacuation.

Report all suspicious objects and/or packages to the SCCCD PD at extension # 5911, or (559) 244-5911. Do not touch, tamper, or move the suspicious object. Keep yourself and others away from the suspicious object until police arrive.

### Bomb Threats

Instructions: Be calm, be courteous, listen, and do not interrupt the caller. Notify a supervisor or fellow employee by prearranged signal while the caller is on the line. If the caller hangs up, leave the phone off the hook and immediately contact District police by calling extension # 5911, or (559) 244-5911, from a second phone. Give the dispatcher the location and telephone number you are calling from. Use the form below to record as much information as possible about the call.

### Questions to Ask

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

EXACT WORDING OF THE THREAT: \_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### CALLER'S VOICE

- |                                |                                   |                                  |   |
|--------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Calm  | <input type="checkbox"/> Laughter | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp    | <input type="checkbox"/> Cracking voice |

- |                                  |  |  |                                    |
|----------------------------------|--|--|------------------------------------|
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal                    | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct                  | <input type="checkbox"/> Deep            | <input type="checkbox"/> Accent    |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred                   | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Familiar  |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Whispered                 | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Loud      |
| <input type="checkbox"/> Nasal   | If voice is familiar, who did it sound like? _____ |  |                                    |

**BACKGROUND NOISE**

- |                                       |                                       |  |  |
|---------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Music        | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Crockery     | <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> Voices       | <input type="checkbox"/> Motor        | <input type="checkbox"/> Clear             | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> PA System    | <input type="checkbox"/> Office       | <input type="checkbox"/> Static            | <input type="checkbox"/> Other         |

**THREAT LANGUAGE**

- |                                      |   |                                     |                                |
|--------------------------------------|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Foul                         | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Message by threat maker read |                                     |                                |

REMARKS: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Hazardous Materials Leaks/Spills****If a hazardous material spill occurs:****Call for help and District Police at 911 or extension 5911.**

If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.

If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.

If possible, notify your professor of the extent and location of the spill. If there is any possible danger, evacuate your area immediately.

**If a chemical fire occurs:**

Remain calm.

If time permits, close windows in the room where the fire is located. Close the door behind you as you leave and immediately sound the building fire alarm.

**Call for help and District Police at 911 or extension 5911.**

If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.

If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuous. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. **Always evacuate a building if the alarm is sounding.**

When fire alarms sound, do not use the elevators. An elevator may become a trap. If possible, provide assistance to (help carry, if necessary) disabled persons in using the stairs.

Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety personnel.

Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.

Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

## Earthquakes

If indoors, stay there. Get under a desk or table or stand in a corner.

If outdoors, get into an open area away from trees, buildings, walls, and power lines.

If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.

If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.

If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the shock subsides, get out of doors and well away from the building.

Follow the procedures in this guide for fire, hazardous material leaks, and serious injuries if necessary.

In the event of major damage or disruption, the SCCCD PD will announce and implement evacuation of the campus.

Identify and assist the injured.

**Call for help and District Police at 911 or extension 5911**, to report any serious hazards or injuries.

Do not return to an evacuated building until it has been cleared by structural engineers and public safety personnel.

### **Evacuation of Disabled**

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators. However, elevators should never be used in the event of fire or earthquake.

As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.

It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate or instructor on how to assist him or her in the event of an emergency.

If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or a stairway or landing. He or she should continue to call for help or call SCCC PD at extension # 5911, or 559-244-5911, until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire, and police will check all exit corridors and exit stairwells for trapped persons.

All disabled faculty, staff, and students are encouraged to file an emergency status card with the Disabled Students Program & Services (DSPS).

### **Non-Emergency Services**

If you need information on any other non-emergency information, you can either call: (559) 244-5948, or use the [SCCCD PD's website](#). You will be able to review other resources that are available online and get additional information for non-emergency services such as:

- Safety Tips
- Student Conduct
- Parking and Traffic Policy
- Contest a Citation
- Report a Crime
- Lost and Found
- Building Access
- Vehicle Lockout
- Battery Failure

## Section 12 – Professional Development

### SCCCD PROFESSIONAL DEVELOPMENT PROGRAMS

This section contains a general overview of the professional development programs available to employees in the State Center Community College District (SCCCD). SCCC provides all personnel with significant opportunities and avenues for professional development. The district's commitment to training of staff is evident through its dedication to travel and conference funding and the many organized training sessions offered to staff in the midst of challenging budgetary times. The establishment of professional development committees on each campus, a district wide Classified Professionals Committee, as well as the Classified Professionals events, Flex Day activities, and district management training are representative of the district's commitment to professional development.

The institution plans professional development activities to meet the needs of its employees. Plans are based on needs identified by: programs, departments, the strategic plan, program review, and individual employees via needs assessment surveys and training session evaluations. The district uses a portion of the lottery funds to support staff development.

#### All Employees

Specialized training is offered for employees based on state and federal laws. It covers such topics as Illness, Injury and Prevention; Safety Data Sheets; Bio Hazards, Mandated Reporter, Sexual Violence and Discrimination, FERPA, and Sexual Harassment. This type of training is advertised to employees who are required to take the training and records of attendance are kept at the appropriate department responsible for the training.

#### Faculty

##### Academic Senates

The Academic Senate is the organization on campus that represents faculty in the formation of policy in "Academic and Professional Matters". Title 5, Article 2, Section 53200 defines such matters as:

- Curriculum including establishing prerequisites and placing courses within disciplines.
- Degree & certificate requirements.
- Grading policies
- Development of educational programs.
- Standards or policies regarding student preparation and success.
- District and college governance structures, as related to faculty roles.
- Faculty roles in accreditation processes.
- Policies for faculty professional development activities.
- Process for program review.
- Processes for institutional planning and budget development.
- Other matters as agreed upon between the governing board and academic senate.



*Fresno City College Academic Senate Representative:*

President – Karla Kirk, email to: [karla.kirk@fresnocitycollege.edu](mailto:karla.kirk@fresnocitycollege.edu)

*Reedley College Academic Senate Representative:*

President – Rebecca Snyder, email to: [rebecca.snyder@reedleycollege.edu](mailto:rebecca.snyder@reedleycollege.edu)

*Clovis Community College Academic Senate Representative:*

President – Max Hembd, email to: [max.hembd@scccd.edu](mailto:max.hembd@scccd.edu)

*Madera Community College Academic Senate Representative:*

President – Todd Kandarian, email to: [todd.kandarian@maderacollege.edu](mailto:todd.kandarian@maderacollege.edu)

**All Faculty**

The full-time faculty contract states that one flexible schedule day will be provided each semester unless the District and Academic Senates mutually agree otherwise. Flex days are held at the beginning of each semester, historically, the Friday prior to fall classes starting. Faculty may request to schedule a flex day at a time other than the beginning of each semester, providing that it is management approved. Faculty have several options – select/develop an individual activity; participate in a department scheduled/developed activity; or participate in a campus scheduled activity which may include Reedley College, Clovis Community College and/or Fresno City College activities.

**Classified Employees***Classified Professionals*

The SCCCD Classified Professionals Committee sponsors regularly-scheduled classified development professional workshops, the spring Mega Conference, and Leadership State Center, a 6-month long professional development activity for classified professionals who have demonstrated leadership abilities and have been nominated to participate. The mission of Leadership State Center is to maximize the potential of classified professionals through collaboration, learning, vision, advocacy and action with a Guided Pathways lens. It is designed so employees will concentrate on the next level of leadership development. The Classified Professionals staff development uses attendee feedback in evaluating and assessing its training, and regularly reviews feedback for improvement.

The Leadership State Center class each year is comprised of nominated classified staff district wide that possess leadership abilities. The goal of the program is to prepare each class for future leadership roles within the District and to familiarize the class with district policies and practices. A book on leadership is read and reviewed during the course, different management topics and challenges are discussed, activities based on the monthly reading assignments, as well as monthly homework projects are assigned, and numerous networking activities are provided during each of the monthly workshops. Evaluations are requested from participants as well as suggestions for improvements. The program culminates with a graduation ceremony honoring the graduates who successfully completed the program and is attended by colleagues, family members, district administrators, members of the Board of Trustees and Personnel Commission, and a guest speaker. The program is facilitated by classified professionals who are past members of the

leadership program. The district wide Mega Conference offers classified professionals throughout the district the opportunity to meet for a full day of professional development workshops, often lead by classified professionals in the district, and highlights include keynote speakers throughout the day, including the Chancellor and college presidents. Evaluations are requested from the participants as well as suggestions for improvement. Once a year at the Mega conference a recognition ceremony is held for the Classified Professional of the Year Award. This includes a nomination process and selection from the district of one Classified Professional of the year who are reviewed and selected by a districtwide committee of classified professionals and approved by the Chancellors Cabinet. The awardee receives a \$500.00 award to use for professional development activities and his/her own designated parking space on the campus of their choice. This program is also reviewed and evaluated each year for its effectiveness and suggestions are requested for improvement.

#### *Classified Professionals Program Strands*

District-wide Steering Committee  
Classified Professionals Mega Conference  
Leadership State Center  
Educational Achievement & Recognition  
Classified Professional of the Year Award

For more information about Classified Professionals State Center Community College District, please contact Christine Phillips, District Director of EEO/Diversity & Professional Development at extension 7171, or follow this link for more information:  
<https://www.scccd.edu/departments/human-resources/classified-professionals.html>

#### *Classified Senates*

Even though Fresno City College and District Office employees are in a Classified Senate separate from Reedley College and Clovis Community College, their goals are the same. All three Classified Senates are dedicated to making the campus the best possible place for teaching, learning and working. The Classified Senates encourage participation to address staff concerns and ensure the success of classified staff. Comments and participation are always welcome. Staff Development workshops are organized and sponsored by the individual college Classified Senates.

#### *Fresno City College and District Office Classified Senate Representative:*

President – Monique Reyna, email to: [monique.reyna@fresnocitycollege.edu](mailto:monique.reyna@fresnocitycollege.edu)

#### *Reedley College Classified Senate Representative:*

President – James Davis, email to: [james.davis@reedleycollege.edu](mailto:james.davis@reedleycollege.edu)

#### *Clovis Community College Classified Senate Representative:*

President – Alyssa Talbot, email to: [alyssa.talbot@cloviscollege.edu](mailto:alyssa.talbot@cloviscollege.edu)

#### *Madera Classified Senate Representative:*

President – Liz Williams, email to [elizabeth.williams@maderacollege.edu](mailto:elizabeth.williams@maderacollege.edu)

### Professional Growth

A. Classified Professionals are eligible to participate in the professional growth plan after three (3) years of permanent service with the District.

B. Criteria for placement on the professional growth schedule is as follows:

1. College semester units = Actual unit value. Quarter units shall be converted into semester units.
2. Seminars/Workshops not taken on District time or at District expense = Eight (8) hours is equivalent to 1/2 unit.
3. Proficiency examinations/certificates of achievement = Actual semester units or eight (8) hours = 1/2 semester unit.
4. Unit members must turn in official transcripts.
5. Units must be attained from a nationally or regionally accredited institution.
6. Units must be job-related or towards a degree or certificate.
7. Units whose fees were waived by the District may not count towards professional growth.

C. Petitions for advancement and documentation shall be forwarded directly to the District Director of Human Resources, or designee, by June 25, for implementation on July 1, of each fiscal year.

D. Disputed cases may be appealed to the Chancellor, or designee. The decision of the Chancellor or designee is final.

E. Unit members qualify for units earned for courses that began after permanent employment. Credit shall be given for college units completed with a "C" or better while employed with the District. Professional growth steps, as indicated in the following placement chart, are additions to the unit member's monthly base salary:

Units completed:	15	30	45	60	90
Monthly amount:	\$35	\$70	\$105	\$140	\$200

F. Unit members employed part-time, less than eight (8) hours per day, will be paid a pro rata share of the professional growth stipend.

G. A professional growth stipend shall cease when a person promotes into a classification or position where the skills attained through professional growth are considered a minimum requirement for the new position. You can also find this information in the SCCCD & CSEA Agreement 2023-2026 at: [STATE CENTER COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS STATE CENTER CHAPTER NO. 379 AGREEMENT \(scccd.edu\)](https://www.scccd.edu/State-Center-Community-College-District-and-the-California-School-Employees-Association-and-its-State-Center-Agreement-2023-2026)

\*Excluding POA and Management

### Management

#### Training

The District belongs to a consortium of central valley California Community College Human Resource offices known as the Central 14. This consortium annually contracts with a respected law firm, Liebert Cassidy Whitmore, to provide workshops. These workshops cover personnel

topics such as Fair Labor Standards Act; Title IX/Clery; worker's compensation; disciplinary and harassment investigations; preventing harassment, discrimination and retaliation in the academic setting; embracing diversity; following the Equal Employment Opportunity guidelines for when hiring staff; privacy issues; leave laws such as Family and Medical Leave Act; California Family Rights Act; and the Pregnancy Disability Leave Act. These workshops are offered approximately every other month. A notice is sent from Human Resources to managers collectively or individually based on the appropriateness of the topic.

In 2007 the California Legislature passed AB 1825. This statute requires California employers to train and educate all managers on sexual harassment within six months of being hired and then again, every two years. This training is required by law to be interactive. The District has added anti-harassment training on all protected categories to this required sexual harassment training. In 2018 the California Legislature passed AB 1343 which requires California employers to train and educate all non-supervisory employees on sexual harassment within six months of being hired and again every two years. The purpose of these training requirements is to reinforce the commitment to having a workplace and academic environment in which everyone is treated with dignity and respect.

The District also offers a Management Development Academy (MDA) training series which includes several 2-hour training sessions scheduled throughout the academic year for employees in a supervisory role. Training topics vary, but may include, budget management, the evaluation cycle, conducting employee evaluations, progressive disciplinary process, and hiring procedures.

In addition to LCW, Compliance Trainings, and MDA, the District also offers trainings through various strands such as EEO & Diversity, Classified Professionals, District Operations & Safety, Technology, Human Resources, Personnel Commission, and Finance.