September 8, 2009

TO:  All Permanent and Probationary Classified Employees, Classified Managers, Academic Administrators

FR: Sherri Lee-Lewis
Dean, Human Resources

RE: Academic Year 2009-2010

Welcome to the 2009-10 Academic Year! The information contained in this memorandum will guide you through the academic year with any personnel related questions.

ASSISTANCE
Please do not hesitate to contact a Human Resources staff member listed below if you have questions or concerns. The office is located at 2714 Pico Blvd., 2nd Floor, Suite 210. You may also visit our website or the public folders. http://www.smc.edu/humanresources

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<th>STAFF MEMBER</th>
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<tr>
<td>Mark Diaz</td>
<td>Ext. 4205</td>
<td>Academic Part-time Faculty</td>
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<td>Laurie Hayman</td>
<td>Ext. 4987</td>
<td>Assistant to the Vice President Human Resources Support</td>
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<td>Joyce Johnson</td>
<td>Ext. 4986</td>
<td>Continuing Education Non-Merit Classified Employees Student Employment</td>
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<td>Susan MacBriar</td>
<td>Ext. 3513</td>
<td>Employee Benefits (Information/Forms)</td>
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<tr>
<td>Delia Padilla-Acosta</td>
<td>Ext. 4417</td>
<td>Classified Probationary and Permanent Classified Employees Classified Managers and Classified Administrators Volunteers</td>
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<td>Deborah Webster</td>
<td>Ext. 4643</td>
<td>Full-time Faculty and Administrators; Academic Part-time Faculty</td>
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<td>Front Desk</td>
<td>Ext. 4415</td>
<td>Human Resources Support</td>
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<td>Juanita</td>
<td>Ext. 4881</td>
<td>Classified Temporary Employees</td>
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<td>Williams</td>
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<td>Debra</td>
<td>Ext. 4760</td>
<td>Part-time Faculty</td>
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<td>Willoughby</td>
<td>Ext. 4170</td>
<td>Employee Benefits</td>
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<td>Mimi Vaval</td>
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<td><a href="http://www.smc.edu/EmployeeBenefits">http://www.smc.edu/EmployeeBenefits</a></td>
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<tr>
<td>Patricia Brown</td>
<td>Ext. 4308</td>
<td>Staff Development</td>
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<tr>
<td>Sherri Lee-Lewis</td>
<td>Ext. 4419</td>
<td>EEO/Diversity; Harassment Complaints</td>
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EMPLOYMENT OPPORTUNITIES
Office of Human Resources
24 Hour Job Line: (310) 434-4336

Office of Human Resources
Personnel Commission
24 Hour Job Line: (310) 434-4321
On-Campus/Financial Aid: (310) 434-4343
Off-Campus/Career Services Center: (310) 434-4337

DATES AND DEADLINES

COLLEGE DATES TO REMEMBER

Legal and/or college holidays
See District Calendar – http://smc.edu/districtcalendar

Vacation Plan -
By June 1 and November 1 of each year of the contract, employees may, using the standardized form authorized by the Office of Human Resources, submit to their immediate supervisors a vacation schedule for the ensuing 12 months. All 12-month classified employees and their supervisors should have finalized vacation plans to ensure that all vacation days earned in this fiscal year are used by June 30, 2009. (Article 9)

Staff Development Day - 03/18/10
All classified employees who are not on vacation or any other leave are expected to participate. The events are planned by the Professional Development Committee.

Spring break - 04/12/10 - 04/16/10
All 11-month classified employees are required to take mandatory vacation days. Any exceptions will require approval by the appropriate area vice-president. Other dates that classes are not in session may also be scheduled as mandatory vacation days including faculty flex days and non-instructional days immediately after finals. (Article 9)

EDUCATIONAL PAY DIFFERENTIAL
The deadline to submit a request for educational differential pay for a degree, license or professional certificate is **October 2, 2009**. All applicants who apply and are approved will have the pay differential effective within the November 1st pay period. The increase will appear on your November 25th paycheck. (Article 11)

PROFESSIONAL DEVELOPMENT
Permanent Classified Employees
Conference or professional development opportunities may be available through your department or the Professional Development Committee as provided under the provisions of AB 1725, (BP 3133) http://www.academicsenate.com/pdc/index.htm

PROFESSIONAL GROWTH REIMBURSEMENT

**Permanent Classified Employees**

In order to be eligible for reimbursement, classified employees must have been employed with the District for not less than one year. Reimbursement may include tuition, registration, and/or for the cost of books or materials for classes, conferences or workshops taken during the employee's non-work hours. Requests for reimbursement should be submitted to the Office of Human Resources three (3) weeks prior to the beginning of the class. (Article 11)

VACATION

**Twelve (12) month employees**

Employees under this category are expected to use all vacation within the year earned, although an employee may elect to carry over ten (10) days provided that the accumulated balance does not exceed ten (10) days as of the end of a fiscal year. Also, by mutual agreement between the District and the employee, any unused days may be carried over. Such request is to be submitted to the Office of Human Resources for approval. To avoid conflicts in scheduling, we encourage all supervisors and employees to begin discussing vacation plans. (Article 9)

**Eleven (11) month employees**

Employees under this category have 10 mandatory vacation days. Your department will establish these dates based on the college/department schedule. Remaining vacation days earned in the year will be scheduled by mutual agreement between the employee and supervisor. Vacation is normally scheduled at winter or spring recess or other non-instructional days.

Remember, the purpose of vacation is to relax and renew. Supervisors and employees are encouraged to make this process a cooperative experience. All vacation must be approved by your supervisors in advance on the Report of Absence form. (Article 9)

ELEVEN MONTH EMPLOYEES – WORK CALENDAR

At the beginning of the employee's work year, the District, after consultation with the employee, shall assign the period of time, which shall consist of four consecutive work weeks (normally within the months of July and August), in which the employee shall not be assigned to work. Eleven month employees will be provided at least (30) days of written notice of their non-duty time. The non-duty period of time may be scheduled in non-consecutive weeks if mutually agreed to, in writing, between the employee and his/her supervisor (Article 3).
DISTRICT POLICIES AND PROCEDURES

ALCOHOL AND DRUG FREE CAMPUS
It is the policy of the District to maintain an alcohol and drug free workplace by prohibiting the use of alcohol and the unlawful manufacture, distribution or possession of a controlled substance on the District’s premises and/or in the course of the District’s activities. **(BP 3111)**

Any violation of this policy may result in one or more of the following actions:

1. requirement that the employee enroll in and satisfactorily complete an alcohol and/or drug abuse assistance or rehabilitation program;
2. placing the employee on mandatory leave as provided in *Education Code 88123, 87732 and 87734*;
3. disciplinary action which may include suspension and/or dismissal.

In addition, employees are reminded that they are required to notify the Office of Human Resources no later than five (5) days after any conviction of any drug statute violation occurring in the workplace.

EDUCATIONAL AND WORK ENVIRONMENT

UNLAWFUL DISCRIMINATION/HARASSMENT
The unlawful discrimination/harassment of employees or students in the academic and work environment violates both federal and state law and it will not be tolerated by the District. To retaliate against any individual for filing a complaint of unlawful discrimination/harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment, also violates federal and state law. **(BP 3121)**

The Office of Human Resources has established a **Confidential Complaint line** for the reporting of any such activity. You may do so by calling the following **extension 8500**. The information left on the complaint line will be used to initiate the process for which an investigation may be conducted.

WORKPLACE VIOLENCE
The District supports an educational and work environment of mutual respect and will not tolerate any threats or intimidation of employees, students, or the public. Bringing weapons or ammunition to campus is strictly prohibited. The District takes seriously any charges of aggression, threats or violence and will thoroughly investigate any report of such activities.

Any District review that has determined that any employee has been involved in such activity may result in disciplinary action, which may include suspension and/or dismissal. **(BP 3123)**
LEAVES/ABSENCES
Within the District/CSEA Agreement, several types of leaves are available to permanent classified employees. Please discuss your request with your immediate supervisor. If you are unsure about the process, please feel free to contact the Office of Human Resource to assist with any absence and leave concerns. (Article 7)

FAMILY MEDICAL LEAVE ACT (FMLA)
FMLA is an approved unpaid leave. Employees are eligible if they have worked for at least one year, for 1250 hours over the previous 12 months. FMLA shall begin on the first actual day of your absence and the 12 (twelve) weeks of leave shall be inclusive of any days in which you are entitled to paid leave. FMLA will run concurrently with any other leave you may have been authorized for by the District.

MEDICAL LEAVES
All medical absences in excess of five (5) consecutive working days or one (1) complete workweek must be verified by a medical doctor or licensed practitioner. It is necessary that the doctor or practitioner certify the dates that you are/were unable to work. Also you may be entitled to State Disability Insurance (see your doctor or practitioner for the appropriate forms).

PAID FAMILY LEAVE (PFL) (effective July 1, 2004)
(funded entirely by Employees’ contributions)
PFL is a paid leave (SB 1661). The Family Leave insurance program, also known as Family Temporary Disability Insurance program provides affordable, worker-funded benefits to eligible workers suffering a full or partial loss of wages due to the need to care for a seriously ill family member or to bond with a new child. All claims are administered by the State of California through the State Disability Insurance program (SDI). California workers who are covered by the SDI program will also be covered for Paid Family Leave insurance benefits. PFL shall begin on the first actual day of your absence and the 6 (six) weeks will run concurrently with any other leave you may have been authorized for by the District. PFL may be applied for the following; maternity leave and exhaustion of SDI benefits. (EDD homepage / PFL brochure)

INSURANCE/BENEFITS - STATE OF CALIFORNIA

DISABILITY INSURANCE
(funded entirely by Employees’ contributions)
California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. The SDI program is State-mandated, and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a NON WORK-RELATED illness or injury, or a medically disabling condition from pregnancy or childbirth.

When an employee is unable to work or reduces his/her hours due to sickness, injury, or pregnancy, the employee may be eligible to receive State Disability Insurance benefits (SDI). http://www.edd.ca.gov/direp/diind.htm (see your doctor or practitioner for the appropriate forms).
UNEMPLOYMENT INSURANCE
(funded entirely by Employers’ taxes)
Unemployment Insurance is a nationwide program created to provide partial wage replacement to unemployed workers while they conduct an active search for new work. Unemployment Insurance is a federal-state program, based on federal law, but executed through state law. Employers finance the UI program by tax contributions. In California, the Employment Development Department administers the UI program according to guidelines established by the UI Code and the California Code of Regulations, Title 22.

When an employee is unemployed or working less than full time and is ready, willing and able to work he/she may be eligible to receive Unemployment Insurance benefits (UI). To file via the internet, go to http://www.edd.ca.gov/uirep/uiappind.htm

Please note: Failure to verify a medical leave may result in an unpaid status for the days of your absence(s).

OVERTIME/COMPTIME
All overtime and comp-time must be approved in advance by your supervisor and submitted to Payroll on the overtime/comp-time form. (Article 3)

*PERSONAL INFORMATION - CHANGES/UPDATES
You may need to update or change your personal information currently on file in the Office of Human Resources.

For example: If you have moved, you will need to complete a change of address form. Other types of forms that may need to be updated include your emergency contact, W-4 Withholding, warrant beneficiary designation and PERS Beneficiary Designation.

SMOKE FREE CAMPUS
Santa Monica College is committed to providing a healthy, comfortable, and productive environment free from the effects of second-hand smoke, for its students, faculty and staff. Smoking shall not be permitted in any District building, vehicle or facility, or on District grounds. (BP 2440)

TRANSFER OPPORTUNITIES
Permanent Classified Employees
Permanent classified employees of the District are eligible to be interviewed for vacancies in the classification in which they have permanency. The Personnel Commission will post vacancies, if any exist. http://agency.governmentjobs.com/smc/default.cfm?transfer=1 (Article 6)
DISTRICT RESOURCES

ON-CAMPUS TELEPHONE DIRECTORY
A campus directory is also available to you online. http://www.smc.edu/directory

INJURY ON THE JOB/WORKPLACE SAFETY
Adriene Willis ext. 4102
Job-related injuries, workplace safety issues and Certificates of Insurance.
http://www.smc.edu/risk_management

CRIME IN THE WORKPLACE
Contact College Police ext. 4300
http://www.smc.edu/college_police