



AUGUST 27, 2019

TO: All Classified Staff and Supervisors

**FR: Tre'Shawn Hall-Baker, Ph.D.
Interim Dean, Human Resources**

RE: Academic Year 2019-2020

Welcome to the 2019-2020 academic year! We thank you for the great work and contribution to the success of the students at SMC. The information contained in this memorandum is intended to assist you in finding specific services and resources.

ASSISTANCE

For your convenience, we have included information in the following categories:

- Human Resources General Contact Information
 - Who to Contact?
 - Human Resources Staff Directory
 - Employment Resources
- Important Dates & Deadlines
- Important District Policies & Procedures
 - Board Policies & Administrative Regulations
 - Procedures Related to Absences
 - Work Schedules & Overtime

We are here to provide exceptional service to you. Please do not hesitate to contact a Human Resources (“HR”) 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 HR website at <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx> or the public folders.

HUMAN RESOURCES GENERAL CONTACT INFORMATION

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OFFICE LOCATION	2714 Pico Blvd., 2 nd Floor., Santa Monica, California 90405
MAILING ADDRESS	1900 Pico Blvd., Santa Monica, California 90405
PHONE & FAX	Front Desk (310) 434-4415 General Fax (310) 434-4256 Leaves Fax (310) 434-4145
WEBSITE ADDRESS	http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx

COMMENTS OR SUGGESTIONS	smchrcommentboard@smc.edu
WHO TO CONTACT?	
Don't know who to contact	H.R. Front Desk (310) 434-4415
Employee Benefits including health insurance	Alysha LaScalza, Employee Benefits Coordinator (310) 434-4523 Lugina Rogers, HR Analyst-Leaves & Benefits (310) 434-4060
Retirement	H.R. Front Desk (310) 434-4415 CalPERS (888) 225-7377 CalSTRS (800) 228-5453
Employee personal information changes/updates (i.e., address updates)	H.R. Front Desk (310) 434-4415
Leaves of absences, medical/disability related workplace concerns	Lugina Rogers, HR Analyst-Leaves & Benefits (310) 434-4060
Unlawful discrimination/sexual harassment/Title IX- Sexual Misconduct (employees & students)	Lisa Winter, Compliance Administrator/Title IX Coordinator (310) 434-4225
Professional development- Classified	VACANT
Hiring of classified employees & Merit Rules	Personnel Commission (310) 434-4410
Work injury & ergonomic assistance: Risk Management Office	Daniel Philips, Assistant Director of Safety & Risk Mgmt (310) 434-4318 Adriene Smith, Risk & Insurance Coord.(310) 434-4102
Payroll Contacts	Classified Staff, Classified Managers: Alan McCarroll (310) 434-4824 Full-time faculty/Academic Administrators: Berta "Faby" Hernandez (310) 434-4233 Part-time faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelly Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992
Questions or concerns for Managers	Sherri Lee-Lewis, Vice President (310) 434-4419 Tre'Shawn Hall-Baker, Ph.D., Interim Dean (310) 434-4170
SAFETY, EMERGENCIES OR POLICE ASSISTANCE	Campus Police (310) 434-4300 http://www.smc.edu/colleqe_police
Other departments	http://www.smc.edu/EmployeeDirectory/Pages/default.aspx SMC Switchboard (310) 434-3010

HUMAN RESOURCES STAFF DIRECTORY

HR Senior Management	<p>Sherri Lee-Lewis Vice President-Human Resources</p>	<p>310-434-4419 Lee-Lewis_Sherri@smc.edu</p>
	<p>Tre'Shawn Hall-Baker, Ph.D. Interim Dean-Human Resources</p> <p>Academic recruitment, classified & academic employment, Title IX Deputy, FA contract related questions, FT Faculty & Administrator matters</p>	<p>310-434-4170 Hallbaker_Treshawn@smc.edu</p>
	<p>Michael Hudson Assistant Director (Temporary)</p> <p>Employee & Labor Relations: Workplace concerns, unlawful discrimination/sexual harassment (employees & students), FA & CSEA contract related questions</p>	<p>310-434-4981 Hudson_Michael@smc.edu</p> <p><i>For additional assistance, contact Vice President or Interim Dean.</i></p>
	<p>Lisa Winter Compliance Administrator/Title IX Coordinator</p> <p>Unlawful Discrimination, Title IX, and federal/state mandated training regarding unlawful discrimination, sexual harassment, and sexual misconduct</p>	<p>310-434-4225 Winter_Lisa@smc.edu</p>
Administrative Support	<p>Laurie B. Heyman Administrative Assistant III-Confidential</p> <p>Assistant to the Vice President HR Senior Staff Support, HR Website</p>	<p>310-434-4987 Heyman_Laurie@smc.edu</p>
	<p>Dawn Noguera Administrative Assistant II</p> <p>HR staff support, classified evaluations, reasonable assurance, Academic recruitment, unemployment</p>	<p>310-434-4881 Noguera_Dawn@smc.edu</p>
	<p>James Goodlow Administrative Clerk</p> <p>Administrative support, HR processing related to students, address changes, recruitment, and volunteers</p>	<p>310-434-4415 Goodlow_James@smc.edu hrcomplaints@smc.edu</p>
Benefits Team	<p>Lugina Rogers Human Resources Analyst-Leaves & Benefits</p> <p>Leaves & Benefits, medical/disability related workplace concerns, ADA and reasonable accommodation questions</p>	<p>310-434-4060 Rogers_Lugina@smc.edu</p>
	<p>Alysha LaScalza Employee Benefits Coordinator</p> <p>Employee/Retiree Health, Voluntary Benefits</p>	<p>310-434-4523 Lascalza_Alysha@smc.edu</p>

EEO/Labor	<p>Linda Subias Human Resource Analyst-Employee & Labor Relations Unlawful discrimination/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, CSEA contract related questions</p>	<p>310-434-4991 Subias_Linda@smc.edu hrcomplaints@smc.edu ProfDevelopment@smc.edu</p>
	<p>Rebecca Weiland Human Resource Analyst-Employee & Labor Relations (WOC) Employee & Labor Relations: Unlawful discrimination/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, CSEA contract related questions</p>	<p>310-434-4844 Weiland_Rebecca@smc.edu hrcomplaints@smc.edu ProfDevelopment@smc.edu</p>
Operations	<p>Delia Padilla Human Resources Technician Classified Managers, Confidential staff, full-time classified employment, academic recruitment, unemployment, special reports, and projects</p>	<p>310-434-4417 Padilla_Delia@smc.edu</p>
	<p>Alan Kuykendall Human Resources Specialist HR processing related to full-time Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4986 Kuykendall_Alان@smc.edu</p>
	<p>Debra Willoughby Human Resources Specialist HR processing related to Temporary, Non-merit and Adjunct Faculty employment, employment verifications, unemployment, academic recruitment, and student employment</p>	<p>310-434-4760 Willoughby_Debra@smc.edu</p>
	<p>Kathleen Colimitras Human Resources Specialist HR processing related to Part Time Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4643 Colimitras_Kathleen@smc.edu</p>
	<p>Lori Thomas Human Resources Specialist HR processing related to Part Time Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4205 Thomas_Lori@smc.edu</p>
EMPLOYMENT RESOURCES		
Office of Human Resources - Academic Employment, Administrative/Non-Teaching Faculty Employment	http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Academic-Employment.aspx	
Personnel Commission – Classified Employment (All non-teaching staff)	http://www.smc.edu/HumanResources/PersonnelCommission/Pages/default.aspx	
Student Employment/Financial Aid	310-434-4343	

On-Campus	http://www.smc.edu/studentemployment http://www.smc.edu/EnrollmentDevelopment/FinAid/Pages/default.aspx
Career Services Center On-Campus	310-434-4337 http://www.smc.edu/careercenter

IMPORTANT DATES & DEADLINES

The following dates and deadlines will assist you in planning for the 2019-2020 academic year.

DATES & DEADLINES	
Important District dates including campus closures, holidays, etc.	http://www.smc.edu/DistrictCalendar/Pages/default.aspx
June 1	For 12 month classified employees, a <i>Vacation Schedule</i> for the ensuing 12 months may be submitted to supervisor. Please use Report of Absence forms to submit vacation schedules. Please see CBA Article 9.2.6 for more information.
November 1	For 12 month classified employees, a <i>Vacation Schedule</i> for the ensuing 12 months may be submitted to supervisor. Please use Report of Absence forms to submit vacation schedules. Please see CBA Article 9.2.6 for more information.
2019-2020 Winter Recess: December 24-31, 2019 January 1, 2020	Less-than-12 month classified employees will normally take all or part of their <i>Vacation</i> period at winter and spring recess, unless their immediate supervisor schedules them otherwise. Please see CBA Article 9.2.2 for more information.
January 1 to February 1	<i>Mid-Year Check on Vacation Schedules</i> – 12 month employees shall meet with their immediate supervisors to discuss their vacation plans. In the event that an employee has not scheduled all of his/her earnable vacation for the particular year, the employee and the supervisor shall mutually schedule any remaining days.
2020 Spring Recess: April 13-17, 2020	Less-than-12 month classified employees will normally take all or part of their <i>Vacation</i> period at winter and spring recess, unless their immediate supervisor schedules them otherwise. Please see CBA Article 9.2.2 for more information.
No set deadline (on-going)	<i>Professional Development Funds</i> are available for classes, conferences and workshops taken during an employee’s non-work hours. Please see the H.R. website for more information about requirements and procedures: http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Tuition-Reimbursement1.aspx

<p>No set deadline (on-going)</p>	<p>SMC Classes may be taken by classified employees and the tuition will be waived by the District. Also, monies are available for reimbursement of instructional materials required for SMC classes.</p> <p>Please see the H.R. website for more information about requirements and procedures: http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Classified-Staff-Waiver-Program-for-SMC-Course-Material-and-Course-Work.aspx</p>
<p>No set deadline (on-going)</p>	<p>Request for Educational Pay Differential must be submitted by this deadline.</p> <p>Please see the H.R. website for more information about requirements and procedures: http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/Classified-Education-Pay-Differential-Program.aspx</p>

IMPORTANT DISTRICT POLICIES & PROCEDURES

Please review and abide by the District’s Board Policies and Administrative Regulations. The District’s Board Policies and Administrative Regulations can be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>.

Listed below are some District policies & procedures that are commonly asked about, including leave of absence procedures.

<p>COMMONLY ASKED ABOUT BOARD POLICIES & ADMINISTRATIVE REGULATIONS</p>	
<p>Institutional Code of Ethics Board Policy 3050 Administrative Regulation 3050</p>	<p>The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values and goals: Fairness, Responsibility, Integrity and Civility.</p> <p>See also: Board Policy 2715 Code of Ethics/Standards of Practice.</p>
<p>Drug-Free Environment & Drug Prevention Program Board Policy 3550 Administrative Regulation 3111</p>	<p>“It is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and... appropriate action will be taken against an employee violating this regulation...”</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>
<p>Nondiscrimination Equal Employment Opportunity (EEO) Board Policy 3410 Administrative Regulation 3420</p>	<p>The SMCCD is committed to the principles of equal employment opportunity (EEO). The District will provide equal employment opportunity in accordance with all applicable federal, state, and local laws, and will implement a comprehensive program to put those principles into practice.</p>
<p>Prohibition of Harassment</p>	<p>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...The District shall be free of</p>

<p>Board Policy 3430 Administrative Regulation 3430</p>	<p>sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.</p>
<p>Sexual and Other Assaults on Campus Board Policy 3540 Administrative Regulation 3540</p>	<p>“Any sexual assault or physical abuse, including, but not limited to rape as defined by California law committed by an employee, student or member of the public that occurs on District property or at District activities is a violation of District policies and administrative regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual misconduct shall be treated with dignity and provided comprehensive assistance.” <i>BP 3540</i></p> <p>Please see the <i>Board Policy and Administrative Regulation</i> for more information.</p>
<p>Smoke Free Campus Board Policy 3570 Administrative Regulation 2440</p>	<p>“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.”</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>
<p>Workplace Violence Board Policy 3510 Administrative Regulation 3510</p>	<p>SMC prohibits workplace and campus violence and strongly promotes civility in the workplace and on campus.</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>
<p>PROCEDURES FOR ABSENCES – CLASSIFIED EMPLOYEES</p>	
<p>What notice do I have to provide if I am absent from work due to illness or personal necessity?</p> <p>District-CSEA Collective Bargaining Agreement Article 7.1.9:</p> <p>Employees shall notify their immediate supervisor or designee in advance of all absences in accord with the following requirements:</p> <ul style="list-style-type: none"> a. For day shift employees, notification shall be provided at least 30 minutes prior to the commencement of the shift. b. For employees on the swing or graveyard shift, notification shall be provided two (2) hours prior to the commencement of the shift, unless the immediate supervisor notifies the employee that a later time for such notification is authorized. <p>Employees shall indicate the <u>reasons for their absences</u> and the <u>intended day of their return to work</u>.</p> <p>H.R. Note: When the employee calls in, the employee can simply state the general reason such as “illness” or “personal necessity” or “bereavement” or so on.</p>	

What do I have to provide if I am absent from work for more than 5 consecutive days due to illness?

[District-CSEA Collective Bargaining Agreement Article 7.2.8:](#)

In the case of sick leave absence, the District reserves the right to require any reasonable proof verifying that the employee was entitled to sick leave for the days claimed. In the event that an employee will be absent for more than five (5) consecutive days, the employee must notify the District by no later than the fifth consecutive day of absence, of the expected duration of the absence, and verifying that such leave is for sick leave. In the event that an employee fails to so notify the District, the employee's absence shall be deemed to be an unauthorized leave pursuant to Article 7.1.6 of this agreement, until such time as the employee properly verifies her/his illness.

HR Note: Please contact the Office of Human Resources to request the appropriate forms for a leave of absence. Also, please contact H.R. so that H.R. can notify you about any leave-related rights and benefits.

When do I have to submit the Report of Absence form?

[District-CSEA Collective Bargaining Agreement 7.1.7:](#)

Immediately upon return to work, the employee shall complete the appropriate District form verifying his or her absence and submit it to his/her immediate supervisor.

HR Note: For illness and personal necessity absences, please follow [Article 7.1.7](#) and submit the Report of Absence form **immediately** upon return to work. Usually, this means that the Report of Absence form should be completed and submitted **on the day the employee returns to work.**

For what types of absences may I use a vacation day?

[District-CSEA Collective Bargaining Agreement Article 9.2.1:](#)

Classified employees may take vacation days **only after securing advance approval from their immediate supervisor** except as required in 7.2.6 and 7.14.2d. All vacation requests, including all scheduling of vacation as set forth in this Article, shall be submitted on the standardized District form prepared and authorized by the Office of Human Resources. Every attempt will be made to give the employee the vacation dates of their choosing.

HR Note: In most situations, the Report of Absence form should be submitted to the immediate supervisor and approved by the immediate supervisor **before** the vacation day.

When may I use personal necessity leave?

Personal necessity may only be used for specific types of leave as set forth [in Article 7.5](#) of the District-CSEA Collective Bargaining Agreement. The most commonly used basis is below but please note that the contract has other bases for personal necessity leave:

[District-CSEA Collective Bargaining Agreement Article 7.5.1.2:](#)

as a result of an accident or illness involving an employee's person or property or the person or property of his/her immediate family; and

HR Note: Employees should specify the type of personal necessity on the Report of Absence form.	
May I use vacation days when I am absent due to illness or injury?	
<p>District-CSEA Collective Bargaining Agreement Article 7.2.6:</p> <p>...In the event that an employee has exhausted all accumulated sick leave credit, the employee may, upon written notice to the District, use accrued and unused vacation days to supplement the exhausted sick leave; this time should be reported as illness.</p>	
HR Note: Employee has to provide “written notice” to the District to use vacation days to supplement exhausted sick leave.	
Where can I get more information about leaves?	
<p>Please see Article 7 of the District-CSEA Collective Bargaining Agreement.</p> <p>Also, please contact Lugina Rogers, HR Analyst - Leaves & Benefits: 310-434-4060 or rogers_lugina@smc.edu.</p>	
COMMONLY ASKED QUESTIONS – WORK SCHEDULES & OVERTIME – CLASSIFIED EMPLOYEES	
Work schedule	Generally, classified employees should follow set work schedules. In most situations, an employee should deviate from a set work schedule only if the employee has obtained prior approval from the supervisor or the employee needs to be absent due to a reason of illness or personal necessity.
15 minute breaks	Generally, classified employees should take their 15 minute paid breaks at the times or within the time periods scheduled. Please see Article 3.6.2 of the District-CSEA CBA for more information.
Lunch breaks	Generally, classified employees should take their unpaid lunch breaks at the times or within the time periods scheduled. Please see Article 3.6 of the District-CSEA CBA for more information.
Start & end of shift	Generally, classified employees should not start working before the scheduled start time or after the end of the scheduled end time of the work shift.
Overtime/Comp-time	Overtime and comp-time must be authorized in advance by the supervisor or other management personnel. All overtime/comp-time must be reported on the “Authorization for Overtime/Comp-time” form. Please see Article 3.2, 3.3 & 3.4 of the District-CSEA CBA for more information.
Questions	Please contact Dr. Tre’Shawn Hall-Baker, Interim Dean at 310-434-4170 or via email at hallbaker_treshawn@smc.edu .

DISTRICT RESOURCES

Crime In The Workplace

Contact College Police, ext. 4300

http://www.smc.edu/college_police

Care & Prevention Team

<http://www.smc.edu/StudentServices/CPT/Pages/default.aspx>

SMC is committed to preventing crisis situations on campus and to ensure a safe and healthy environment for all members of the college community.

Emergency Contact Information

It is vital that the District has your emergency contact information. It is your responsibility to keep it up to date. Go to <https://www.surveymzmo.com/s3/712363/SMCEmergencyContact> to update your emergency contact information: name, address, phone numbers, email address and other emergency contact information.

CSEA-SMC Agreement, MOU's & Documents Of Interest

<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/SMC-CSEA-Agreement-and-Documents-of-Interest.aspx>

Injury on the Job/Workplace Safety

Daniel Phillips, Assistant Director of Safety & Risk Management, (310) 434-4318

Adriene Smith, Risk and Insurance Coordinator, (310) 434-4102

Job-related injuries, workplace safety issues and Certificates of Insurance.

<http://www.smc.edu/BusinessServices/RiskManagement/Pages/default.aspx>

Mandated Reporter Status

<http://www.cde.ca.gov/lr/ss/ap/childabusereportingguide.asp>

California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as "mandated reporters."

Who must Report: Any employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Santa Monica College employees including all Coaches and Assistant Coaches. For additional information, contact the Office of Human Resources.

On-Campus Telephone Directory

A campus directory is available to you on line: <http://www.smc.edu/directory>.

Personal Information - Changes/Updates

You may need to update or change your personal information currently on file in the Office of Human Resources.

Please note: Your personal address, otherwise known as your 'address of record' cannot be a District address.

For example: If you have moved, you will need to complete a [Change of Address Form](#) (see attached). Other types of forms that may need to be updated include your [Emergency Contact](#), [W-4 Withholding](#), [Warrant Beneficiary Designation](#), and PERS Beneficiary Designation.

