



DATE: February 16, 2024

TO: All Classified Staff and Supervisors

FROM: Tre'Shawn Hall-Baker, Ph.D.

Dean, Human Resources

SUBJECT: Welcome to Spring 2024

Welcome to the 2023-2024 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.

Please take this time to update your emergency contact information by visiting: <https://www.smc.edu/stf>

Please note: the 2714 Pico Blvd. Administration Building is currently locked. Visits should be scheduled in advance with the appropriate representative.

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

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 <https://www.smc.edu/administration/human-resources/> or the public folders.

HUMAN RESOURCES GENERAL CONTACT INFORMATION	
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	https://www.smc.edu/administration/human-resources/index.php
Questions, Comments, and Suggestions	HumanResources@smc.edu
WHO TO CONTACT?	
Don't know who to contact?	H.R. Front Desk humanresources@smc.edu (310) 434-4415
Employee Benefits including Health Insurance	Alysha DeLuna, Employee Benefits Coordinator deluna_alysa@smc.edu (310) 434-4523 Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Retirement	CalPERS (888) 225-7377 CalSTRS (800) 228-5453 NBS (800) 274-0503
Employee personal information changes/updates (i.e., address updates)	Change of Address Form Changes to your emergency contact information may be made online at https://www.smc.edu/stf
Leaves of absences, medical/disability related workplace concerns	Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Sexual Harassment/Title IX Unlawful Discrimination/Sexual Harassment/ Title 5 (employees & students)	Lisa Winter, Assistant Director, HR - Compliance/Title IX winter_lisa@smc.edu (310) 434-4225

Professional Development	Abigail Orosz, Professional Development Coordinator (Temporary) profdevelopment@smc.edu
Hiring of Classified Employees & Merit Rules	Personnel Commission https://www.smc.edu/administration/human-resources/personnel-commission/ (310) 434-4410
Work Injury & Ergonomic Assistance: Risk Management Office	Daniel Phillips, Director, Safety and Risk Management phillips_daniel@smc.edu (310) 434-4318 Glaury Ariass, Insurance Program Specialist ariass_glaury@smc.edu (310) 434-4102
Questions or concerns for Managers	Sherry Lee-Lewis, Vice-President, Human Resources lee-lewis_sherry@smc.edu (310) 434-4419 Treshawn Hall-Baker, Ph.D., Dean, Human Resources hallbaker_treshawn@smc.edu (310) 434-4170 Lisa Winter, Assistant Director-Human Resources - Compliance and Title IX winter_lisa@smc.edu 310-434-4225 Vacant, Assistant Director, Human Resources – Employee and Labor Relations
Complaints	h rinquiries@smc.edu Unlawful discrimination/harassment, Title IX (sexual misconduct related complaints), and workplace violence/bullying https://www.smc.edu/administration/human-resources/complaints-concerns/

Payroll Contacts	Classified Staff, Classified Managers: Rhonda Robinson (310) 434-4027 Full-time Faculty/Academic Administrators: Berta “Faby” Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelley Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992
SAFETY, EMERGENCIES OR POLICE ASSISTANCE	Campus Police (310) 434-4300 Non-Emergency calls (310) 434-4608 Outside SMC call 911 http://www.smc.edu/college_police
Other departments	https://www.smc.edu/directory/index.php SMC Switchboard (310) 434-3010

OFFICE OF HUMAN RESOURCES STAFF
Front Desk Main Line: 310-434-4415

EMPLOYEE	PHONE / EMAIL
Sherri Lee-Lewis Vice President-Human Resources	310-434-4419 lee-lewis_sherri@smc.edu
Tre’Shawn Hall-Baker, Ph.D. Dean-Human Resources Academic recruitment, classified & academic employment, Title IX Deputy, FA contract related questions, FT Faculty & Administrator matters	310-434-4170 hallbaker_treshawn@smc.edu
Lisa Winter Assistant Director-Human Resources - Compliance and Title IX Unlawful Discrimination and Harassment, Title IX, and federal/state mandated training regarding unlawful discrimination, harassment, sexual harassment, and sexual misconduct	310-434-4225 winter_lisa@smc.edu

	<p>Vacant Assistant Director, Human Resources – Employee and Labor Relations</p>	
Administrative Support	<p>Diana Pennington Administrative Assistant III-Confidential Executive Assistant to the Vice President HR Senior Staff Support, HR Website</p>	<p>310-434-4002 pennington_diana@smc.edu</p>
	<p>Kristine Herrera Administrative Assistant II HR staff support, HR processing, evaluations, reasonable assurance, recruitment, unemployment, employment transaction processing</p>	<p>310 -434-4723 herrera_kristine@smc.edu</p>
	<p>Angela Lee Administrative Assistant I Administrative support, HR processing related to student workers, address changes, recruitment, and volunteers</p>	<p>310-434-4415 lee_angela1@smc.edu</p>
Benefits Team	<p>Lugina Rogers Human Resources Analyst-Leaves & Benefits Leaves & Benefits, medical/disability related workplace concerns, ADA, and reasonable accommodation questions</p>	<p>310-434-4060 rogers_lugina@smc.edu</p>
	<p>Alysha DeLuna Employee Benefits Coordinator Employee/Retiree Health, Voluntary Benefits</p>	<p>310-434-4523 deluna_alysa@smc.edu</p>
Professional Development	<p>Abigail Orosz Professional Development Coordinator (Temporary) Plans and facilitates various staff development and training programs for the College community.</p>	<p>310-434-4487 orosz_abigail@smc.edu profdevelopment@smc.edu</p>

EEO / Labor	<p>Michael Hudson Human Resource Analyst-Employee & Labor Relations (Temporary)</p> <p>Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees & students), management consultation, employee relations, labor relations</p>	<p>310-434-4981 HUDSON MICHAEL@SMC.EDU</p> <p>HRINQUIRIES@SMC.EDU</p>
	<p>Karen Monzon Human Resource Analyst-Employee & Labor Relations (Temporary)</p> <p>Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, management consultation, employee</p>	<p>310-434-4942 MONZON KAREN@SMC.EDU</p> <p>HRINQUIRIES@SMC.EDU</p>
	<p>Yasmin Alpay Human Resource Technician</p> <p>FA & CSEA contract related processing, PSLF processing, onboarding, professional growth, and training</p>	<p>310-434-4921 ALPAY YASMIN@SMC.EDU</p>
Operations	<p>Delia Padilla Human Resources Analyst - Operations</p> <p>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>Debra Willoughby Human Resources Specialist</p> <p>HR processing related to Temporary and Non-merit employment, employment verifications, unemployment, and student employment</p>	<p>310-434-4760 WILLOUGHBY DEBRA@SMC.EDU</p>
	<p>Dawn Noguera Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4881 NOGUERA DAWN@SMC.EDU</p>

<p>Anisha DiGregorio Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4374 digregorio_anisha@smc.edu</p>
<p>Yesenia Penate Human Resources Specialist</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4731 penate_yesenia@smc.edu</p>
<p>Demi Rodriguez Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4928 rodriguez_demi@smc.edu</p>

EMPLOYMENT RESOURCES

<p>Office of Human Resources - Academic Employment, Administrative/Non-Teaching Faculty Employment</p>	<p>https://www.smc.edu/administration/human-resources/employment/</p>
<p>Personnel Commission – Classified Employment (All non-teaching staff)</p>	<p>https://www.smc.edu/administration/human-resources/personnel-commission/</p>
<p>Student Employment/Financial Aid On-Campus</p>	<p>310-434-4343 https://www.smc.edu/admission-aid/financial-aid-scholarships/</p>
<p>Career Services Center On-Campus</p>	<p>310-434-4337 https://www.smc.edu/student-support/career-services/</p>

IMPORTANT DATES & DEADLINES

The following dates and deadlines will assist you in planning for the 2023-2024 academic year. Click on [Bargaining Unit Agreements, Documents of Interest, and MOUs](#) to view the CBA.

<p>Important District dates including campus closures, holidays, etc.</p>	<p>https://www.smc.edu/administration/human-resources/district-calendar.php</p>
<p>June 1</p>	<p>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.</p> <p>Please see CBA Article 9.2.6 for more information.</p>
<p>November 1</p>	<p>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.</p>
<p>2024-25 Winter Break: December 24-31, 2024 January 1, 2025</p>	<p>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.</p> <p>Please see CBA Article 9.2.2 for more information.</p>
<p>January 1 to February 1</p>	<p><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.</p>
<p>2024 Spring Break: April 8-12, 2024</p>	<p>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.</p> <p>Please see CBA Article 9.2.2 for more information.</p>
<p>No set deadline (on-going)</p>	<p><i>Professional Development Funds</i> are available for classes, conferences and workshops taken during an employee’s non-work hours.</p> <p>Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/</p>
<p>No set deadline (on-going)</p>	<p><i>SMC Classes</i> 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: https://www.smc.edu/administration/human-resources/professional-development/Classified-Staff-Waiver-Program.php</p>

No set deadline (on-going)	<i>Request for Educational Pay Differential</i> must be submitted by this deadline. Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/Classified-Staff-Educationa-Pay-Program.php
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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:

<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>

DISTRICT RESOURCES

COVID-19

Santa Monica College no longer requires masking for COVID-19, except in the Health Office. For more information on COVID-19 guidelines/updates and positive case reporting, please visit:

<https://www.smc.edu/news/coronavirus/>.

Crime in the Workplace

Contact College Police, ext. 4300

<https://www.smc.edu/administration/police/index.php>

Care & Prevention Team

<https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/index.php> SMC is committed to preventing crisis situations on campus and to ensure a safe and healthy environment for all members of the college community.

EASE – Employee Assistance Service for Education Program

<https://www.smc.edu/administration/human-resources/health-benefits/ease-employee-assistance-service-for-education-program.php>

This service provides free face-to-face counseling, phone consultations, and community referrals to employees of the District who may be facing issues such as family troubles, emotional distress, drug/alcohol problems, job anxiety or stress, or grief/loss.

Equal Employment Opportunity Plan

https://www.smc.edu/administration/human-resources/documents/EEO_Documents/EEO-Plan.pdf

The commitment of the Santa Monica Community College District to equal employment opportunity and diversity, and to the protections against unlawful discrimination and harassment as defined by federal and state law are set out in the EEO Plan, and is articulated in the Board Policy 7100 –Commitment to Diversity. The EEO Plan is reviewed every 3 years.

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.surveymoz.com/s3/712363/SMCEmergencyContact> to update your emergency contact information: name, address, phone numbers, email address and other emergency contact information.

Faculty Association Agreement, MOU's & Documents of Interest

<https://www.smc.edu/administration/human-resources/employee-resources/faculty-association-agreement-and-documents-of-interest.php>

Faculty & Staff Diversity Reports

<https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/diversity-reports.php>

The Faculty & Staff Diversity Report is published every 2 years and provides a longitudinal analysis of the efforts of the district to diversify faculty and staff.

Faculty Handbook

<https://www.smc.edu/administration/human-resources/documents/Faculty-Documents/Faculty-Handbook/FacultyHandbook.pdf>

Injury on the Job/Workplace Safety

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

<https://www.smc.edu/administration/business-services/risk-management/index.php>

Daniel Philips (310) 434-4318

Director of Safety & Risk Management

Glaurys Ariass (310) 434-4102

Insurance Program Specialist

Mandated Reporter Status

<http://www.cde.ca.gov/ls/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: <https://www.smc.edu/directory/index.php>

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 STRS or PERS Beneficiary Designation.

District Telephone Directory

A campus directory is available to you online: <https://www.smc.edu/directory/index.php>

Payroll

<https://www.smc.edu/administration/business-services/payroll/index.php>

Personal Information - Changes/Updates

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

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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 STRS or PERS Beneficiary Designation.