



August 30, 2021

**TO:** *All Probationary/Tenured Faculty; Part-time Faculty*

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

**RE:** **Academic Year 2021-2022**

Welcome to the 2021-2022 Academic Year! The information contained in this memorandum will guide you through the academic year regarding any human resources related questions.

### **COVID-19 ALERT**

- **The Mandatory Vaccination Program applies to all SMC employees who will be physically present and/or who will need to access college campuses and facilities, with exceptions and deferrals for situations including medical reasons, disability, pregnancy, or sincerely held religious beliefs.**
- **[A Frequently Asked Questions \(FAQ\) webpage](#) has been developed to help answer your questions. This page will be updated as additional inquiries are received.**

### **Employees working at a District facility/office**

- **All employees—whether vaccinated or not—must wear a mask indoors with the following exceptions:**
  - *When alone in a private office or room*
  - *When teaching a class or conducting a workshop with approved alternative protection such as face shields with drapes*
- **Vaccinated employees, who have provided proof of vaccination to Human Resources, do *not* need to wear a mask outdoors**
- **All other employees must wear a mask outdoors if less than 6 feet from others**
- **Social distancing is not required if masks are worn for *all* employees**
- **Employees should practice 6-foot social distancing whenever possible**
- **All employees are required to complete the [Daily Employee Symptoms Checklist](#) when working on-ground**

**If you reply YES to any of the questions below, STAY HOME and follow the steps below:**

**Step 1: Notify your health care provider**

**Step 2: Notify your supervisor, and**

**Step 3: Call or email the COVID-19 HR Response Team at 310-434-4415 or [covid19hr@smc.edu](mailto:covid19hr@smc.edu)**

#### **ASSISTANCE**

**Covid-19 Alert: If you need to come to the Office of Human Resources, the 2714 Pico Blvd. administration building is closed to staff who do not work in the building.**

**PLEASE CALL 310-434-4415 to contact the Office of Human Resources.**

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

- Human Resources General Contact Information
- Subjects Frequently Inquired About...
- Human Resources Staff Directory
- Employment Opportunities
- Dates and Deadlines
- Important District Policies & Procedures
- District Resources
- Leave of Absence Procedures - Faculty

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., 2<sup>nd</sup> Floor, Suite 210. You may also visit our HR website at [smc.edu/administration/human-resources/index.php](https://www.smc.edu/administration/human-resources/index.php) or the public folders.

<b>HUMAN RESOURCES GENERAL CONTACT INFORMATION</b>	
<b>OFFICE LOCATION</b>	2714 Pico Blvd., 2 <sup>nd</sup> Floor, Santa Monica, California 90405
<b>MAILING ADDRESS</b>	1900 Pico Blvd., Santa Monica, California 90405
<b>PHONE &amp; FAX</b>	Front Desk: (310) 434-4415 General Fax: (310) 434-4256 Leaves Fax: (310) 434-4145
<b>WEBSITE ADDRESS</b>	<a href="https://www.smc.edu/administration/human-resources/index.php">https://www.smc.edu/administration/human-resources/index.php</a>

SUBJECTS FREQUENTLY INQUIRED ABOUT...	
<b>Complaints</b>	<a href="mailto:hrcomplaints@smc.edu">hrcomplaints@smc.edu</a> Unlawful discrimination/Title IX (sexually related complaints), harassment <a href="https://www.smc.edu/administration/human-resources/complaints-concerns/index.php">https://www.smc.edu/administration/human-resources/complaints-concerns/index.php</a>
<b>Employee benefits including health insurance</b>	Alysha DeLuna Employee Benefits Coordinator (310) 434-4205 Lugina Rogers HR Analyst-Leaves & Benefits (310) 434-4060
<b>Employee personal information changes/updates (i.e., address updates)</b>	HR Front Desk (310) 434-4415 <a href="#">Change of Address Form</a> Changes to your emergency contact information may be made online at <a href="https://www.smc.edu/stf">https://www.smc.edu/stf</a>
<b>Leaves of absences, medical/disability related workplace concerns</b>	Lugina Rogers HR Analyst-Leaves & Benefits (310) 434-4060
<b>Payroll questions</b>	Payroll Manager: Ian Fraser (310) 434-4327 Full-time Faculty: Berta "Faby" Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Payroll Schedules: <a href="https://www.smc.edu/administration/business-services/payroll/index.php">https://www.smc.edu/administration/business-services/payroll/index.php</a>
<b>Professional development</b>	Cyrus Fernandez (310) 434-4921
<b>Questions or concerns for HR managers</b>	Sherril Lee-Lewis, Vice President (310) 434-4419 Dr. Tre'Shawn Hall-Baker, Dean (310) 434-4170
<b>Retirement</b>	HR Front Desk (310) 434-4415 CalPERS (888) 225-7377 CalSTRS (800) 228-5453
<b>SAFETY, EMERGENCIES OR POLICE ASSISTANCE</b>	<b>Campus Police (310) 434-4300</b> <a href="http://www.smc.edu/college_police">http://www.smc.edu/college_police</a>
<b>Salary Related Questions</b>	HR Front Desk (310) 434-4415
<b>Sexual Misconduct/Title IX</b>	Lisa Winter Compliance Administrator/Title IX Coordinator (310) 434-4225

<b>Unlawful discrimination/sexual harassment (employees &amp; students)/Title 5</b>	
<b>SMC Telephone Directory</b>	<a href="https://www.smc.edu/directory/index.php">https://www.smc.edu/directory/index.php</a> SMC Switchboard (310) 434-3010
<b>Work injury &amp; ergonomic assistance:</b> Risk Management Office	Daniel Philips (310) 434-4318 Director of Safety & Risk Management  Glaurys Ariass (310) 434-4102 Insurance Program Specialist
<b>Still don't know who to contact?</b>	HR Front Desk (310) 434-4415

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

<b>STAFF</b>		<b>PHONE / EMAIL</b>
<b>HR Senior Management</b>	<b>Sherri Lee-Lewis</b> Vice President-Human Resources	310-434-4419 <a href="mailto:Lee-Lewis_Sherri@smc.edu">Lee-Lewis_Sherri@smc.edu</a>
	<b>Tre'Shawn Hall-Baker, Ph.D.</b> Dean-Human Resources  Academic recruitment, classified & academic employment, Title IX Deputy, FA contract related questions, FT Faculty & Administrator matters	310-434-4170 <a href="mailto:Hallbaker_Treshawn@smc.edu">Hallbaker_Treshawn@smc.edu</a>
	<b>Michael Hudson</b> Assistant Director, (Temporary)  Employee & Labor Relations: Workplace concerns, unlawful discrimination/sexual harassment (employees & students), FA & CSEA contract related questions	310-434-4981 <a href="mailto:Hudson_Michael@smc.edu">Hudson_Michael@smc.edu</a>  <i>For additional assistance, contact Vice President or Dean.</i>
	<b>Lisa Winter</b> Compliance Administrator/Title IX Coordinator  Title IX and federal/state mandated training regarding unlawful discrimination and sexual harassment and sexual misconduct	310-434-4225 <a href="mailto:Winter_Lisa@smc.edu">Winter_Lisa@smc.edu</a>

<b>Administrative Support</b>	<b>Laurie B. Heyman</b> Administrative Assistant III-Confidential  Assistant to the Vice President HR Senior Staff Support, HR Website	310-434-4987 <a href="mailto:Heyman_Laurie@smc.edu">Heyman_Laurie@smc.edu</a>
	<b>Vacant</b> Administrative Assistant II  HR staff support, classified evaluations, reasonable assurance, Academic recruitment, unemployment	
	<b>James Goodlow</b> Administrative Clerk  Administrative support, HR processing related to students, address changes, recruitment, and volunteers	310-434-8995 <a href="mailto:Goodlow_James@smc.edu">Goodlow_James@smc.edu</a>
<b>Benefits Team</b>	<b>Lugina Rogers</b> Human Resources Analyst-Leaves & Benefits  Leaves & Benefits, medical/disability related workplace concerns, ADA and reasonable accommodation questions	310-434-4060 <a href="mailto:Rogers_Lugina@smc.edu">Rogers_Lugina@smc.edu</a>
	<b>Alysha DeLuna</b> Employee Benefits Coordinator  Employee/Retiree Health, Voluntary Benefits	310-434-4523 <a href="mailto:DeLuna_Alysha@smc.edu">DeLuna_Alysha@smc.edu</a>
<b>STAFF</b>		<b>PHONE / EMAIL</b>
<b>EEO/Labor</b>	<b>Linda Subias</b> Human Resource Analyst-Employee & Labor Relations  Unlawful discrimination/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, CSEA contract related questions	310-434-4991 <a href="mailto:Subias_Linda@smc.edu">Subias_Linda@smc.edu</a> <a href="mailto:hrcomplaints@smc.edu">hrcomplaints@smc.edu</a>
	<b>Alan Kuykendall</b> Human Resource Analyst-Employee & Labor Relations  Unlawful discrimination/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, CSEA contract related questions	310-434-4986 <a href="mailto:Kuykendall_Alان@smc.edu">Kuykendall_Alان@smc.edu</a> <a href="mailto:hrcomplaints@smc.edu">hrcomplaints@smc.edu</a>

<b>Operations</b>	<p><b>Delia Padilla</b> Human Resources Technician</p> <p>Classified Managers, Confidential staff, full-time classified employment, academic recruitment, unemployment, special reports, and projects</p>	<p>310-434-4417 <a href="mailto:Padilla_Delia@smc.edu">Padilla_Delia@smc.edu</a></p>
	<p><b>Dawn Noguera</b> Human Resources Specialist</p> <p>HR processing related to full-time Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p><a href="mailto:Noguera_Dawn@smc.edu">Noguera_Dawn@smc.edu</a> 310-434-4881</p>
	<p><b>Debra Willoughby</b> Human Resources Specialist</p> <p>HR processing related to Temporary, Non-merit and Adjunct Faculty employment, employment verifications, unemployment, academic recruitment, and student employment</p>	<p>310-434-4760 <a href="mailto:Willoughby_Debra@smc.edu">Willoughby_Debra@smc.edu</a></p>
	<p><b>Kathleen Colimitras</b> Human Resources Specialist</p> <p>HR processing related to Part Time Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4643 <a href="mailto:Colimitras_Kathleen@smc.edu">Colimitras_Kathleen@smc.edu</a></p>
	<p><b>Lori Thomas</b> Human Resources Specialist</p> <p>HR processing related to Part Time Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4205 <a href="mailto:Thomas_Lori@smc.edu">Thomas_Lori@smc.edu</a></p>

## EMPLOYMENT RESOURCES

Office of Human Resources - Academic Employment, Administrative/Non-Teaching Faculty Employment	<a href="https://www.smc.edu/administration/human-resources/employment/index.php">https://www.smc.edu/administration/human-resources/employment/index.php</a>
Personnel Commission – Classified Employment (All non-teaching staff)	<a href="https://www.smc.edu/administration/human-resources/personnel-commission/careers.php">https://www.smc.edu/administration/human-resources/personnel-commission/careers.php</a>
Student Employment/Financial Aid On-Campus	<p>310-434-4343 <a href="https://www.smc.edu/admission-aid/financial-aid-scholarships/index.php">https://www.smc.edu/admission-aid/financial-aid-scholarships/index.php</a></p>

**DATES AND DEADLINES**

The following dates and deadlines will assist you in your planning for the 2021-2022 college academic year.

**August 24-27, 2021**

**Fall Professional Development (Flex) Week**  
(Individual, departmental, Institutional)

**September 01, 2021**

**Full Time Group Advancement Course Approval** forms for Fall quarter/semester classes are due in the Academic Human Resources Office for evaluation.

**September 21 -  
November 30, 2021**

**Student Evaluations** are administered to Fall 2021 probationary faculty, tenured faculty and part-time faculty on the 2021-2022 evaluation schedule.

**November 30, 2021**

**Group Advancement Course Approval** forms for Winter session classes are due in the Human Resources Office for evaluation and approval.

**Sabbatical leave (full-time faculty only)** request deadlines will be distributed when finalized. A faculty member must have completed six years of full-time service at Santa Monica College to be eligible for a sabbatical leave.

**March 4, 2022**

**Departmental Professional Development (Flex) day**

**March 15, 2022**

**Institutional Professional Development (Flex) Day** - The day's events are planned by the Professional Development Committee.

**April 12 – 15, 2022**

**Spring Professional Development (Flex) Week**  
(Individual)

**March 7 - May 27, 2022**

**Student Evaluations** are administered to Spring 2022 probationary faculty and part-time faculty on the Spring 2021- 2022 evaluation schedule.

**Legal and/or college holidays, flex days, semester dates:** See District Calendar –  
<https://www.smc.edu/administration/human-resources/district-calendar.php>

**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>

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

<b>COMMONLY ASKED ABOUT BOARD POLICIES &amp; ADMINISTRATIVE REGULATIONS</b>	
<p><b>Institutional Code of Ethics</b>  <i>Board Policy 3050</i>  <i>Administrative Regulation 3050</i></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: <i>Board Policy 2715 Code of Ethics/Standards of Practice.</i></p>
<p><b>Drug-Free Environment &amp; Drug Prevention Program</b>  <i>Board Policy 3550</i>  <i>Administrative Regulation 3111</i></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><b>Nondiscrimination</b>  <i>Board Policy 3410</i></p> <p><b>Equal Employment Opportunity (EEO)</b>  <i>Board Policy 3420</i>  <i>Administrative Regulation 3420</i></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><b>Prohibition of Harassment</b>  <i>Board Policy 3430</i>  <i>Administrative Regulation 3430</i></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 sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.</p>
<p><b>Sexual and Other Assaults on Campus</b>  <i>Board Policy 3540</i>  <i>Administrative Regulation 3540</i></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><b>Smoke Free Campus</b></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</p>



<p><i>Board Policy 3570</i> <i>Administrative Regulation 2440</i></p>	<p>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><b>Workplace Violence</b></p> <p><i>Board Policy 3510</i> <i>Administrative Regulation 3510</i></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>

**DISTRICT RESOURCES**

**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](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.surveymonkey.com/s/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/Faculty-Handbook.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.

## LEAVES OF ABSENCE PROCEDURES

### **What types of leave are granted to full-time faculty?**

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, military, child-rearing, study, personal, and family/medical leave. After tenure: opportunity, travel, and sabbatical leaves as well. Also, any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

### **What types of leave are granted to part-time faculty?**

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, and any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

### **How many days of sick and personal necessity leave are granted to full-time faculty?**

Sick leave: 10 days of leave annually (for full-time faculty who are employed full-time for 2 semesters); Department Chairs – 11 days of leave; 100% Coordinators – 12 days of leave. <sup>1</sup>

Personal necessity: 7 of the 10 sick days earned annually (*i.e.*, 42 hours annually) may be used for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

\*Full-time faculty who teach overload assignments or during the Winter or Summer intersessions accrue additional sick leave at the hourly rate. Or, overload assignments may be “banked” and used at a later time to reduce an assignment, to not teach any assignment during a Fall or Spring semester, or for family leave.

### **How many days of sick and personal necessity leave are granted to part-time faculty?**

Sick leave: teaching faculty receive 7 hours of sick time for each 100 hours of teaching service, and non-teaching faculty receive 7 hours of sick time for each 100 hours of service.

Personal necessity: up to 42 hours may be used annually for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

### **What types of absences are covered by personal necessity?**

Common types are: absences resulting from an immediate family member’s illness or from accident involving the employee’s property. Also, up to 24 hours of personal necessity annually can be used for

<sup>1</sup> Department Chairs and 100% Coordinators are entitled to additional sick leave per the CBA.

matters of compelling personal importance. For a complete list, please see 17.5 of the District-FA Collective Bargaining Agreement.

**What do I need to do if I am absent from work due to illness or personal necessity?**

Please notify your department as soon as possible by following your department's procedures. In your notification to the department, please state the reason for the absence (illness, personal necessity, etc.) and the anticipated return to work date.

Please submit a Report of Absence form as soon as possible consistent with your department's procedures.

**What do I need to do if I am absent for more than 5 consecutive days due to illness?**

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

**How many absences constitute an absence of more than 5 consecutive days?**

Please count both scheduled teaching days and unscheduled days in between scheduled teaching days. For example, if you are scheduled to teach classes on Monday, Wednesday, and Friday, you have missed more than 5 consecutive days if you were absent on Monday, Wednesday, Friday, and the following Monday.

**For absences or leaves other than sick or personal necessity, what do I need to do?**

Please contact Lugina Rogers, HR Analyst, Leaves & Benefits 310-434-4060 or [rogers\\_lugina@smc.edu](mailto:rogers_lugina@smc.edu).

**Where can I get more information about leaves?**

Please see Article 17 of the District-FA Collective Bargaining Agreement (located on the HR website).

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