

NEW EMPLOYEE HANDBOOK



September 8, 2014

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STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 1:

WELCOME & OVERVIEW

LEARNING OBJECTIVES

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

SECTION I. CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE MISSION & VISION STATEMENTS

Mission Statement

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 Statement

The vision of the board and chancellor is to build a better future for California by providing exceptional leadership, advocacy and support on behalf of California's Community Colleges. These efforts will foster access, success and lifelong learning for all students while simultaneously advancing the state's interests in a skilled workforce and an educated citizenry.

California Community Colleges

Chancellor's Office

1102 Q Street, 4th Floor

Sacramento, CA 95811

(916) 445-8752

Website: <http://www.cccco.edu/Home/tabid/189/Default.aspx>



Dr. Brice W. Harris
Chancellor

Dr. Brice W. Harris was unanimously selected as the chancellor of the California Community Colleges by the system's Board of Governors in September 2012. He started on Nov. 6, 2012.

Prior to being selected as the leader of the largest system of higher education in the nation, Harris served 16 years as chancellor of the Los Rios Community College District in the Sacramento region, president of Fresno City College and a faculty member and vice chancellor in the Kansas City, Mo., community college system.

Harris has spent much of his career working to improve student success and access at community colleges. While with Los Rios, he was instrumental in leading initiatives that improved student success. He also led the charge to expand access for thousands of students by overseeing the establishment of the district's fourth college, Folsom Lake, and developing educational centers in Davis, Elk Grove, Natomas, Rancho Cordova and West Sacramento.

Harris understands the important connection between community colleges and the economy. As an active member of the greater Sacramento business community, Harris chaired the Sacramento Area Commerce and Trade Organization (SACTO) and was the first educator to serve as president of the Sacramento Metropolitan Chamber of Commerce. He also served as chairman of the board of the Northern California World Trade Center.

Harris is also recognized leader on national education issues and recently completed a term as a board member of the American Council on Education (ACE) in Washington, D.C. He is past chairman of the board of the California Community College Chief Executive Officers, and a former commissioner of the Accrediting Commission of Community and Junior Colleges. He currently serves as a member of the ACE National Commission on Student Attainment and also served as a member of the board of directors of the American Association of Community Colleges and the California Community College system.

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Harris is active in the arts having served on the board of the Crocker Art Museum in Sacramento, as board president of the Fresno Philharmonic Orchestra, and a board member of the Kansas City Museum.

Harris did his post-doctoral study at the Harvard University Institute of Educational Management, received his doctorate in education at Nova Southeastern University, his master's in communication from the University of Arkansas, and his bachelor's in communication from Southwestern Oklahoma State University.

He was named "Sacramento of the Year" for 2010 by the Sacramento Metro Chamber, and was recently honored as the "Humanitarian of the Year" by United Cerebral Palsy of Sacramento.

Harris resides in Fair Oaks with his wife Barbara, who is an elementary educator. The couple has three adult children who live in California.

SECTION II. CALIFORNIA COMMUNITY COLLEGES BOARD OF GOVERNORS

The Board of Governors of the California Community Colleges sets policy and provides guidance for the 72 districts and 112 colleges which constitute the system. The 17-member board is appointed by the governor and formally interacts with state and federal officials and other state organizations. The Board of Governors selects a chancellor for the system. The chancellor, through a formal process of consultation, brings recommendations to the board, which has the legislatively granted authority to develop and implement policy for the colleges.

Additionally, each of the 72 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 shared 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 massive 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 if you follow this link: <http://www.cccco.edu/Home/tabid/189/Default.aspx>

SECTION III. STATE CENTER COMMUNITY COLLEGE DISTRICT CHANCELLOR’S OFFICE & GOVERNING BOARD

CHANCELLOR’S OFFICE

Dr. Bill F. Stewart

Welcome to State Center Community College District. At State Center Community College District, our number one priority is student success. Whether you are looking to transfer to a four-year institution, develop new job skills, or to improve the overall quality of your life, State Center Community College District provides a positive learning environment that is built on a tradition of excellence.

The Chancellor’s Office aims to ensure the highest quality learning experiences for current and future students. This happens through creative leadership, committed and valued employees, effective services, sufficient funding, and an environment of respect, mutual trust and open communication. Responsiveness to the needs of our external and internal stakeholders will guide our actions.

Dr. Bill F. Stewart currently serves as Interim Chancellor for State Center Community College District (SCCCD). SCCC is a multi-campus district with two colleges, Fresno City and Reedley, and three educational centers: Madera, Oakhurst, and the district's next center to become a fully accredited college, Clovis Community College Center. SCCC's service area covers over 5500 square miles and serves more than 44,000 students annually.

THE GOVERNING BOARD WELCOMES YOU!

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. The Board traditionally holds its monthly meeting on the first Tuesday of each month beginning at 4:30 p.m. The meetings take place at the State Center Community College District Board Room located at 1525 E. Weldon Avenue in Fresno, California, unless otherwise noted. You can always view the Trustee Calendar on the website at <http://www.sccd.edu/index.aspx?page=482>

CURRENT MEMBERS OF THE GOVERNING BOARD ARE:



Patrick E. Patterson, President

Patrick Patterson was elected to the Board of Trustees in November of 1983, and represents Area 6. His current term of office is until 2016.

Trustee Patterson is a retired Police Captain of the City of Clovis, California and is a 1974 graduate of the University of Southern California with a MPA in public administration. He also graduated from Cal Poly Pomona with a B.S. in social science and economics in 1972, and earned his liberal arts A.A. in 1970 from Citrus Junior College.

Trustee Patterson is a member of the SCCC Foundation Board and serves as a Director of the Valley Insurance Program JPA.



Ronald H. Nishinaka, Vice President

Ronald H. Nishinaka was elected to the Board of Trustees in November 2010, and represents Area 4. His current term of office is until 2014.

Trustee Nishinaka is a retired faculty member from Reedley College where he taught horticulture for 37 ½ years. Trustee Nishinaka served the Reedley community as Mayor Pro Tem and City Council Member for two terms, and chairman of the Fresno County Southeast Regional Solid Waste Commission which included Fowler, Kingsburg, Orange Cove, Parlier, Reedley, Sanger, Selma, and two county supervisorial districts. Currently, he serves as projects director with Tree Fresno.

Trustee Nishinaka graduated from Reedley College with an associate degree in landscape horticulture. He went on and earned a bachelor's degree from CSU Fresno and master's degree from the University of San Francisco. He obtained his Vocational Teaching Credential through Special Studies, from University of California at Berkeley.



Dorothy "Dottie" Smith, Secretary

Dorothy "Dottie" Smith was elected to the Board of Trustees in November of 1981. She serves as the Board Secretary and Legislative Representative. As a representative of Area 5, her current term of office is until 2014.

Secretary Smith is a graduate of California State University, Fresno. She is a retired Educational Administrator for Fresno Unified School District. Recognized as one of the "100 Stars" during the 100th year anniversary of Fresno City College, she is also the proud parent of two Fresno City College graduates. Dottie established and endowed the Anna Mae Candler Nursing Scholarship at Fresno City College and the State Center Community College District Middle Class Scholarship, for students caught in the middle financially.

Secretary Smith is a member of the SCCC Foundation Board and is the immediate past chairperson of the Foundation Alumni Committee. Nationally, Ms. Smith served as Director-At-Large on the Board of Directors of the Association of Community College Trustees. Previously, she served on the Board of

Directors for the California Community College League, and statewide legislative, education, and conference committees for the California Community Colleges.



Isabel Barreras, Trustee

Isabel Barreras was elected to the Board of Trustees in November of 2002 and represents Area 1. Her current term of office is until 2014.

She is an outreach consultant for Madera South High School. Isabel Barreras attended the Madera Community College Center and transferred to California State University, Fresno where she completed a bachelor of arts in liberal studies in 2002. She earned a masters in public administration from National University in 2008.



Richard M. Caglia, Trustee

Richard Caglia was elected to the Board of Trustees in November 2008 and represents Area 7. His term of office is until 2016.

Mr. Caglia is a graduate of San Joaquin Memorial High School, Fresno City College, California State University, Fresno and the San Joaquin College of Law. He works with his family in their Fresno based businesses.



John Leal, Trustee

John Leal was elected to the Board of Trustees in November of 2012 and represents Area 3. His term of office is until 2016. Mr. Leal is a graduate of Roosevelt High School and attended Fresno City College. He holds a bachelor of arts in spanish (Magna Cum Laude) from California State University, Fresno and holds a lifetime Standard Secondary Teaching Credential.

Mr. Leal earned his Administrative Services Credential Clear Professional from Fresno Pacific University and has served in K-12 administrative leadership positions including principal of Caruthers High School and assistant principal at his alma mater, Roosevelt High School. Mr. Leal also served as the Boys' Varsity Soccer Coach for Clovis West High School where he established the soccer program and his team won a valley championship. In addition, Mr. Leal holds three licenses as a soccer referee and referee instructor (university, high school and amateur) and continues to stay active by refereeing soccer matches throughout the valley. Now retired, Mr. Leal enjoys spending time with his family, sailing, golfing and continues to serve his community through numerous boards and committees. He and his wife, Vera, have four children.



Eric Payne, Trustee

Eric Payne was elected to the Board of Trustees in 2012. He is a graduate of the City of Fresno Mayor's Citizens Academy as well as the City of Fresno General Plan Update Citizens Committee. His term of office is until 2016.

Trustee Payne graduated from Washington Union High School in Fresno and has a bachelor of science in biology-chemistry pre-med major with a business administration minor from Alabama A&M University. He also holds a master's of science degree in microbiology with a concentration in mycology from Alabama A&M University.

SECTION IV. BOARD OF TRUSTEES & EMPLOYEE CODE OF ETHICAL BEHAVIOR

ETHICS STATEMENTS IN ACCREDITATION REPORTS

The SCCC Board of Trustees has a Code of Ethics/Standards of Practice [BP2715] which was adopted on June 22, 1993 and last revised on October 3, 2006.

Board Policy 2715, Code of Ethics/Standards of Practice, can be found at this website:

<http://retrieve.sccd.edu/trustees/BP/Chapter%20%20-%20Board%20of%20Trustees/BP%202715%20-%20Code%20of%20Ethics-Standards%20of%20Practice.pdf>

Board Policy 2710, Code of Ethics/Standards of Practice can be found at this website:

<http://retrieve.sccd.edu/trustees/BP/Chapter%20%20-%20Board%20of%20Trustees/BP%202710%20-%20Conflict%20of%20Interest.pdf>

Administrative Regulation 2710, Code of Ethics/Standards of Practice can be found at this website:

<http://retrieve.sccd.edu/trustees/AR/Chapter%20%20-%20Board%20of%20Trustees/AR%202710%20-%20Conflict%20of%20Interest.pdf>

Administrative Regulation 2712, Code of Ethics/Standards of Practice can be found at this website:

<http://retrieve.sccd.edu/trustees/AR/Chapter%20%20-%20Board%20of%20Trustees/AR%202712%20-%20Conflict%20of%20Interest%20Code.pdf>

Board Policy 3150, Code of Ethics/Standards of Practice, can be found at this website:

<http://retrieve.sccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203150%20-%20Code%20of%20Ethics%20-%20Administrators.pdf>

Administrative Regulation 3150, Code of Ethics/Standards of Practice can be found at this website:

<http://retrieve.sccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203150%20-%20Code%20of%20Ethics%20-%20Administrators.pdf>

Please also see refer to your Collective Bargaining Agreement (CBA) regarding code of professional ethics.

SECTION V. STATE CENTER COMMUNITY COLLEGE DISTRICT MISSION AND VISION STATEMENT

Mission

State Center Community College District is committed to student learning and student success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate educationally prepared citizenry.

Vision

State Center Community College District will demonstrate exemplary educational leadership to foster and cultivate a skilled workforce and an educated citizenry that is well prepared professionally and personally to contribute to our community.

SECTION VI. STATE CENTER COMMUNITY COLLEGE DISTRICT VALUES

Excellence

So that every student will have the opportunity to benefit from an educational experience of the highest quality, we are committed to excellent teaching, learning, quality instruction, support services, and co-curricular activities.

Diversity

We are committed to cultivating a welcoming environment for all and we will promote and celebrate diversity in our student body, faculty, staff and administration.

Integrity

We will be accountable, honest, transparent and adhere to the highest professional standards to ensure that every student has the opportunity to receive an excellent education. We are committed to removing barriers to student success.

Continual Improvement

We will continually evaluate our policies and practices to sustain and improve the quality of our programs and services. We will utilize effective planning procedures and commit to making decisions based upon the systematic use of relevant.

Stewardship

We are committed to the enhancement, preservation, conservation, and effective utilization of our resources.

Community

We value the community we serve and strive to work as a good neighbor, and partner with the people, businesses and organizations of the San Joaquin Valley.

Communication

We are committed to open communication among all members of the District, and with the external community of which we are an integral part. We will ensure freedom of speech, collaboration and mutual respect.

SECTION VII. STATE CENTER COMMUNITY COLLEGE DISTRICT 2012-2016 STRATEGIC PLAN – GOALS & OBJECTIVES

| #1 Student Success | |
|---|---|
| Strategic Objectives | |
| 1.1 Develop strategies to address unique needs of matriculating recent high school graduates and older students to ensure their academic success; | State Center Community College District is committed to supporting and assisting students in achieving their educational goals by offering premier academic, career technical training, and student support programs that enhance students' abilities to succeed in an increasingly complex and interconnected world. |
| 1.2 Improve student success rates by increasing persistence and completion rates for all students; | |
| 1.3 Create a comprehensive Student Services Delivery Plan for all campuses and centers; | |
| 1.4 Analyze current student assessment processes and outcomes and ensure cohesion across all District locations; | |
| 1.5 Increase students' campus and community engagement. | |

#2 Student Access

Strategic Objectives

2.1 Evaluate student access for all communities and develop a districtwide Enrollment Management Plan to optimize the District presence in all areas of the District.

2.2 Maintain and improve student admission, registration, counseling and orientation processes to maximize student educational planning;

2.3 Enhance student support program coordination and development in areas such as outreach, recruitment, co-curricular and career awareness activities throughout the District.

State Center Community College District recognizes that it must be responsive to the population growth of the San Joaquin Valley and is committed to reducing enrollment barriers.

#3 Teaching and Learning Effectiveness

Strategic Objectives

3.1 Create a comprehensive Basic Skills Delivery Plan;

3.2 Coordinate curriculum and Signature Programs, and develop new Signature Programs as appropriate throughout the District.

3.3 Develop a comprehensive Distance Learning Delivery Plan and increase the number of courses and enrollments delivered at a distance.

3.4 Ensure continuous integration and implementation of the colleges' cycles of Program Review and Student Learning Outcomes assessment to improve institutional effectiveness.

3.5 Provide faculty development opportunities to support excellent teaching and learning in areas such as distance learning, innovative teaching methods, the use of technology for learning, and learning communities.

State Center Community College District is committed to providing the highest quality instructional programs using current and emerging instructional methods and technologies.

#4 Economic and Workforce Development

| | |
|---|--|
| <p>Strategic Objectives</p> <p>4.1 Assess, maintain and develop effective and relevant career technical programs and curriculum in collaboration with external partners;</p> <p>4.2 Regularly assess workforce program and skill needs based upon up to date, relevant employment and other business data;</p> <p>4.3 Increase persistence and completion rates for students in career technical programs;</p> <p>4.4 Increase the number of quality work experience, apprenticeship, job shadowing, service learning and internship experiences.</p> | <p>State Center Community College District is committed to being a partner in developing the economic vitality of the region through collaboration with its community partners and by offering and assuring access to quality career technical programs.</p> |
|---|--|

#5 Communication

| | |
|--|---|
| <p>Strategic Objectives</p> <p>5.1 Develop and implement a District Governance Model;</p> <p>5.2 Increase regular reporting of District and Board activities and actions to the colleges' communities through various means such as newsletters, meetings and discussion sessions;</p> <p>5.3 Expand and improve communication throughout the district;</p> <p>5.4 Maintain and improve relationship with the District's community, economic and workforce partners.</p> | <p>State Center Community College District is committed to open and clear communication among its constituent groups and with its external communities.</p> |
|--|---|

#6 Organizational Effectiveness

Strategic Objectives

- 6.1 Develop and implement a District Resource Allocation Plan;
- 6.2 Review and update the District Technology Plan;
- 6.3 Finalize and implement a District Facilities Master Plan;
- 6.4 Develop and implement a Human Resources Staffing Plan that recognizes the staff diversity needs, expected retirements in the near future and the organizational and curricular changes of the District, and the need for staff training.
- 6.5 Develop a plan for growth of the District's campuses and centers, including planned phases for enrollment, staffing, resource allocation, organizational structures and facilities needs;
- 6.6 Develop an effective planning and research infrastructure at the district level to enhance institutional research across the District with coordination mechanisms, an annual district research agenda, common research projects and additional research needed for assisting in planned growth for SCCCDC.
- 6.7 Implement an integrated Strategic Planning Model that includes regular assessment of progress toward goals.

State Center Community College District is committed to continually improve its organizational process to ensure its institutional effectiveness and accountability.

#7 Community and Resource Development

Strategic Objectives

- 7.1 Maintain prudent financial practices to ensure and support the fiscal health and wellbeing of the District;
- 7.2 Create a Resource Development Plan to enhance revenue generation and external giving;
- 7.3 Develop a systematic process to maximize mission driven grants acquisition.

State Center Community College District is committed to optimizing its resources while maintaining its fiscal integrity.

SECTION VIII. STATE CENTER COMMUNITY COLLEGE DISTRICT DISTRICT OFFICE, DISTRICT OPERATIONS & OVERVIEW

State Center Community College District was formed in 1964 when it assumed control of Fresno City College and Reedley College. 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 two community colleges, Fresno City College and Reedley College, as well as several educational and training centers including, the Clovis Community College Center, the Madera Center, the Oakhurst Center, the Career & Technology Center, and the Training Institute.

State Center Community College District has 2,759 employees. The employee breakdown as of August 2014 is:

- 537 Full Time Faculty
- 1,553 Part Time Faculty
- 51 Academic Managers
- 516 Part Time and Full Time Classified
- 32 Classified Managers
- 17 Confidential Employees

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 have a new union, which is Peace Officers’ Association (POA).

The total operating budget for the District for 2014-2015 is 190.7 million (general and categorical funds).

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

State Center Community College District Office

Address: 1525 E. Weldon Avenue, Fresno, CA 93704
Phone: (559) 226-0720
Website: <http://www.scccd.edu/>

- Office of the Chancellor
- Assistant to the Chancellor
- Human Resources
- Personnel Commission
- Office of the Vice Chancellor, Finance & Administration
- Business Office – Finance, Accounting & Payroll
- Purchasing
- Information Systems
- Admissions, Records/Institutional Research

Clovis Community College, Herndon Campus

Address: 390 W. Fir Avenue, Clovis, CA 93611
Phone: (559) 226-0720

Clovis Community College Center, Herndon Campus

- Educational Services and Institutional Effectiveness
- Grants and External Funding
- Office of the Foundation
- Center for International Trade Development (CITD)
- Classified Professional Development
- State Center Consortium

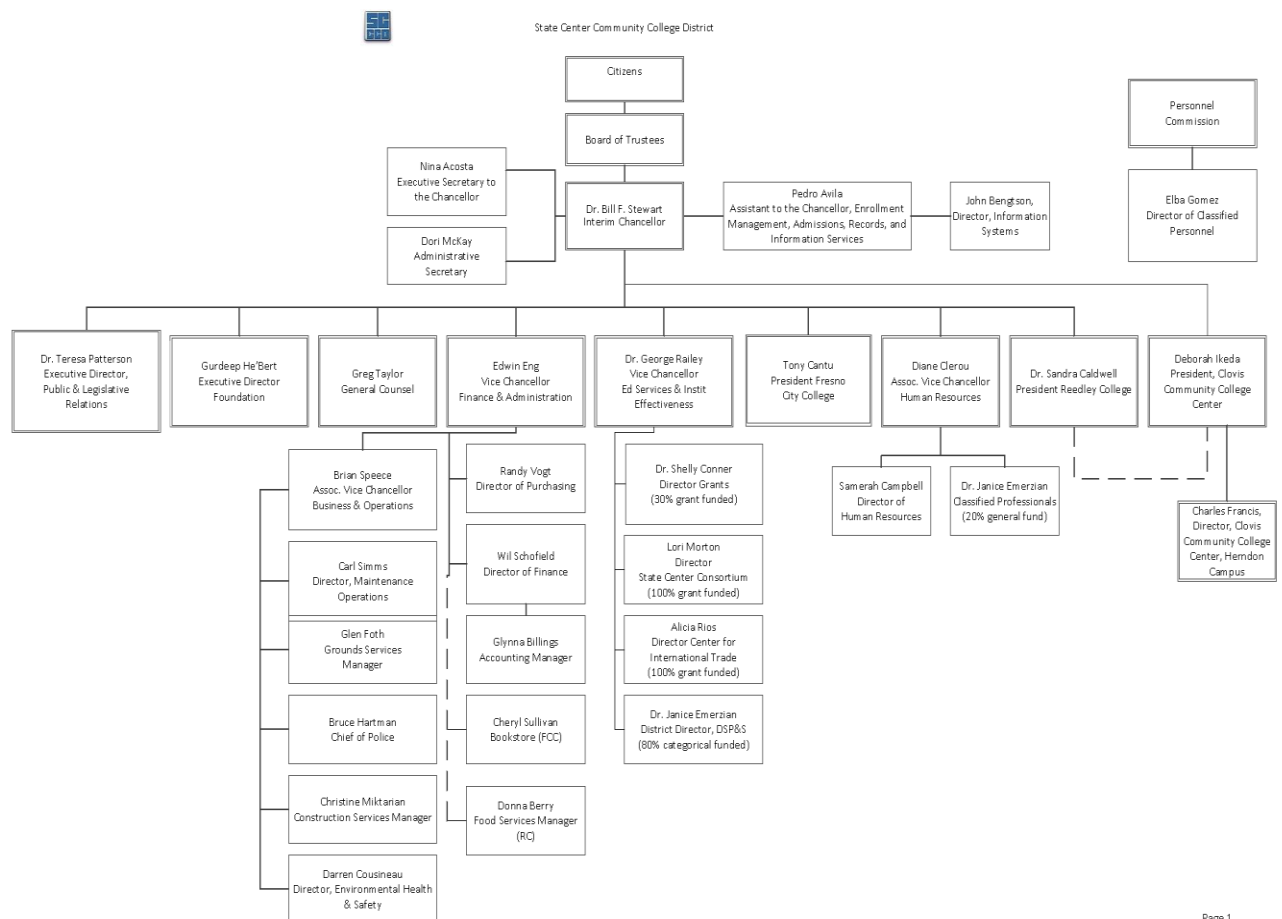
State Center Community College District – District Operations

Address: 1916 N. Calaveras, Fresno, California 93704

Phone: (559) 266-6414

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

- Office of the Associate Vice Chancellor, Operations
- Transportation & Operations
- Environmental Health & Safety
- Grounds
- Construction Services
- Maintenance & Operations
- Warehouse
- Police Services



**SECTION IX: STATE CENTER COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE
PERSONNEL HISTORY – TIMELINE CHARTS**

GOVERNOR

| | | | | | | | | | |
|-------------|----------------|--------------|---------------|-------------|-------------------|-------------|------------|----------------------|--------------|
| Earl Warren | Goodwin Knight | Edmund Brown | Ronald Reagan | Jerry Brown | George Deukmejian | Pete Wilson | Gray Davis | Arnold Schwarzeneger | Jerry Brown |
| 1943-1953 | 1953-1959 | 1959-1967 | 1967-1975 | 1975-1983 | 1983-1991 | 1991-1999 | 1999-2003 | 2003-2011 | 2011-Present |

BOARD MEMBERS

| | | | | | | |
|---------------------------------------|----------------------------------|--------------------------------------|---------------------------------|----------------------------------|---------------------------------|-----------------------------------|
| Dorothy Smith, President | Patrick Patterson, President | Warren Kessler, President | Leslie Thonesen, President | Ron Manfredi, President | H. Ronald Feaver, President | William Smith, President |
| Warren Kessler, Vice President | William Smith, Vice President | Leslie Thonesen, Vice President, | William Smith, Vice President | Dorothy Smith, Vice President | William Smith, Vice President | Patrick Patterson, Vice President |
| John Burke, Secretary | Dorothy Smith, Secretary | Harry Hiraoka, Secretary | Ron Manfredi, Secretary | H. Ronald Feaver, Secretary | Leslie Thonesen, Secretary | Dorothy Smith, Secretary |
| 1984-1985 | 1985-1986 | 1986-1987 | 1987-1988 | 1988-1989 | 1989-1990 | 1990-1991 |
| Leslie Thonesen, President | Patrick Patterson, President | H. Ronald Feaver, President | Phillip Forhan, President | Pat Patterson, President | William Smith, President | Dorothy Smith, President |
| Patrick Patterson, Vice President | H. Ronald Feaver, Vice President | Dorothy Smith, Vice President | Leslie Thonesen, Vice President | William Smith, Vice President | Ron Manfredi, Vice President | Leslie Thonesen, Vice President |
| H. Ronald Feaver, Secretary | Phillip Forhan, Secretary | Phillip Forhan, Secretary | Pat Patterson, Secretary | Ron Manfredi, Secretary | Phillip Forhan, Secretary | Ron Manfredi, Secretary |
| 1991-1992 | 1992-1993 | 1993-1994 | 1994-1995 | 1995-1996 | 1996-1997 | 1997-1998 |
| Leslie Thonesen, President | Ron Manfredi, President | Leslie Thonesen, President | Phillip Forhan, President | Dorothy Smith, President | William J. Smith, President | Pat Patterson, President |
| Ron Manfredi, Vice President | Dorothy Smith, Vice President | Dorothy Smith, Vice President | Adolfo Corona, Vice President | William J. Smith, Vice President | Pat Patterson, Vice President | Isabel Barreras, Vice President |
| Pat Patterson, Secretary | H. Ronald Feaver, Secretary | Phillip Forhan, Secretary | Ron Manfredi, Secretary | Pat Patterson, Secretary | Isabel Barreras, Secretary | Dorothy Smith, Secretary |
| 1998-1999 | 1999-2000 | 2000-2001 | 2001-2002 | 2002-2003 | 2003-2004 | 2006 |
| Isabel Barreras, President | Ron Feaver, President | William J. Smith, President | Patrick E. Patterson, President | Dorothy Smith, President | H. Ronald Feaver President | Isabell Barreras President |
| Dorothy Smith, Vice President | Phillip Forhan, Vice President | Patrick E. Patterson, Vice President | Dorothy Smith, Vice President | Ron Feaver, Vice President | William J. Smith Vice President | Richard Caglia Vice President |
| William J. Smith, Secretary | William J. Smith, Secretary | Dorothy Smith, Secretary | Isabel Barreras, Secretary | Richard Caglia, Secretary | Richard Caglia Secretary | Ronald H. Nishinaka Secretary |
| 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
| Patrick E. Patterson President | | | | | | |
| Ronald H. Nishinaka Vice President | | | | | | |
| Dorothy "Dottie" Smith Secretary 2014 | | | | | | |

| CHANCELLOR | | | | | | | | |
|--|---|--|-----------------------------|------------------------------|--------------------------------|--|-------------------------------------|-------------------------------------|
| Stuart M. White 1964-1973 | Charles E. Chapman 1973-1978 | John S. Hansen 1979-1981 | Ray A. Cattani 1981-1985 | Bill F. Stewart 1985-1999 | Judith A. Redwine 1999-2003 | Thomas A. Crow (Interim) 04/23/03-12/31/03 | Thomas A. Crow 01/01/04-06/30/04 | Deborah G. Blue 07/01/10-3/17/14 |
| Deborah G. Blue (Emeritus) 3/18/14-6/30/15 | Bill F. Stewart (Deputy) 3/18/14-4/1/14 | Bill F. Stewart (Interim) 4/2/14-Present | | | | | | |

| FRESNO CITY COLLEGE PRESIDENTS | | | | | | | | | |
|--|----------------------------------|------------------------------------|-----------------------------------|--|----------------------------------|--|-------------------------------|--|-----------------------------|
| Dr. Thomas A. Blakely 1950- 1953 | Mr. Stuart M. White 1953-1964 | Mr. Archie Bradshaw 1964-1967 | Dr. Clyde C. McCully 1967-1986 | Interim Dr. Art Elish (Dean of Instruction) 1986-1987 | Dr. Ernest R. Leach 1987-1991 | Interim Dr. Art Elish (Dean of Instruction) 1991-1991 | Dr. Brice Harris 1991-1996 | Interim Dr. Art Elish (Dean of Instruction) 1996-1997 | Dr. Dan Larios 1997-2001 |
| Interim Dr. Art Elish (Dean of Instruction) 2001-2002 | Dr. Ned Doffoney 2002-2008 | Interim Dr. Guy Lease 2008-2008 | Dr. Cynthia E. Azari 2009-2011 | Interim Tony Cantu 2011 | Tony Cantu 2012-Present | | | | |

| REEDLEY COLLEGE PRESIDENTS | | | | | | | | | |
|-----------------------------------|---------------------------------|--------------------------------|---|------------------------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------------|--|
| Edward W. Hauck 1926-1930 | 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) | Ray A. Cattani (1976-1981) | Lincoln H. Hall (1981-1983) | Richard J. Giese (Acting President) (1983-1984) |
| Abel B. Sykes, Jr. (1984-1989) | Richard J. Giese (1989-1997) | Thomas A. Crow (1997-2003) | Tony Cantu (Interim President 2003-2004) | Barbara Hioco (2004-2011) | Mitjl Capet (2011-2013) | Michael White (Interim -2013) | Sandra Caldwell (2013-Present) | | |

SECTION X. CAMPUSES, EDUCATION CENTERS & DISTRICT OPERATIONS

Total district student enrollment for the Spring Semester 2014 was approximately 32,374. Enrollment by campus/center was approximately:

- 21,228 (Fresno City College)
- 2,593 (Madera Center)
- 5,527 (Clovis Community College Center)
- 5,865 (Reedley College)
- 543 (Oakhurst)

FRESNO CITY COLLEGE

Established in 1910, Fresno City College (FCC) was the first of 112 community colleges in California. The thriving campus is located on 103 acres with historic buildings, a diverse student population, and more than 32,374 students are enrolled each year. FCC offers more than 100 associate 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.

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

CAREER & TECHNOLOGY CENTER

The Career and Technology Center works in partnership with the industry needs of the Valley. Programs are developed to meet the needs of employers. As a result, students are skilled and employable when they leave the Center. The Career & Technology Center provides skill-based learning to adult students with or without a high school diploma, and to students under 18 with a high school diploma or the equivalent. The Fire Academy/EMT programs are also located at this site. This center is part of FCC, therefore, its student enrollment is included in the FCC numbers noted above.

Address: 2930 E. Annadale Avenue, Fresno, California 93725
Phone: (559) 486-0173
Link: <http://www.fresnocitycollege.edu/index.aspx?page=617>

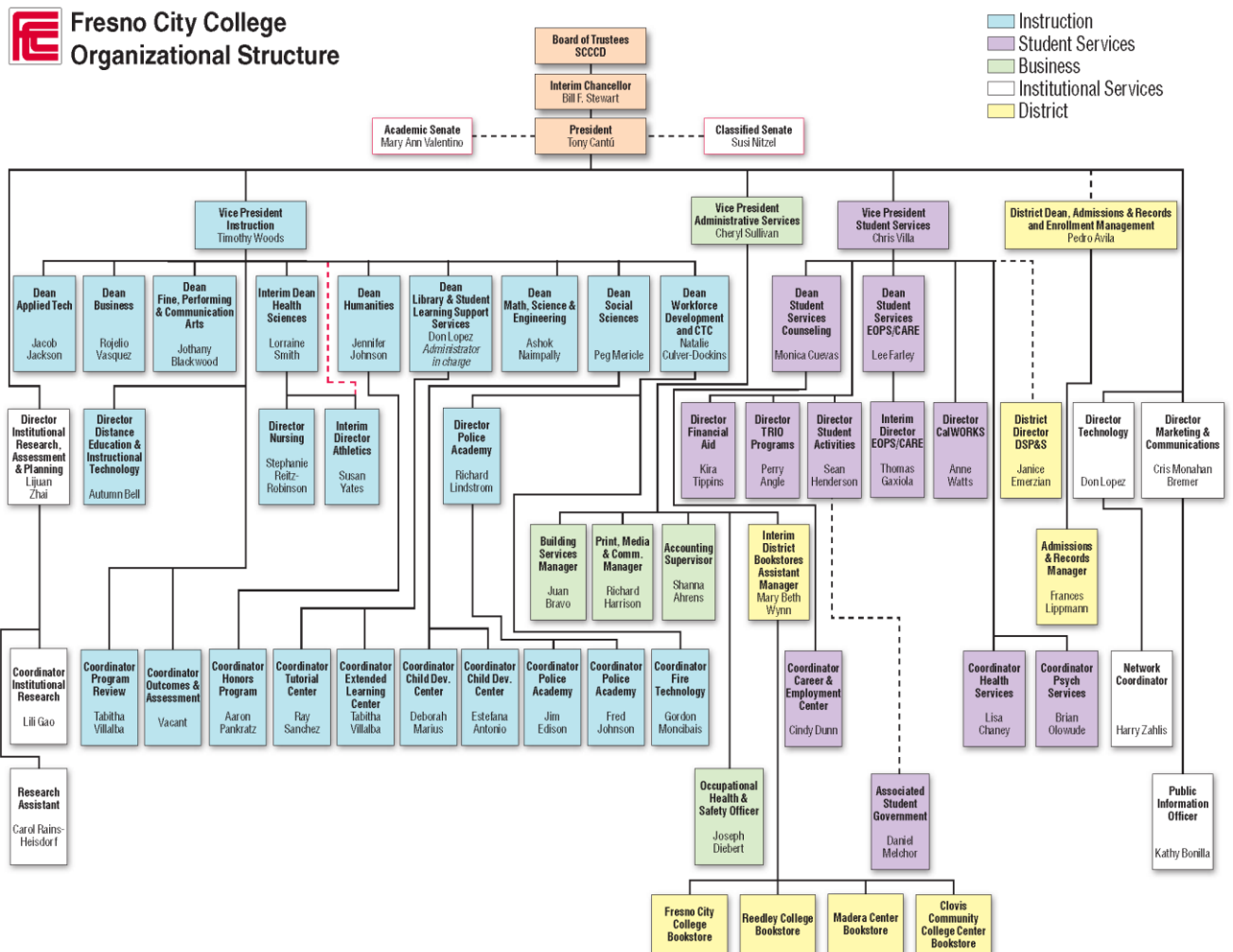
FRESNO CITY COLLEGE TRAINING INSTITUTE

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 FCCTI 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, SunMaid, 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 at <http://fccti.fresnocitycollege.edu>

| | |
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| Address: | Located at the Clovis Community College Center, Herndon Campus 390 W. Fir Avenue, Bldg A, Suite 204, Clovis, California 93611 |
| Phone: | (559) 324-6461 |
| Fax: | (559) 324-6491 |
| Website: | http://fccti.fresnocitycollege.edu |

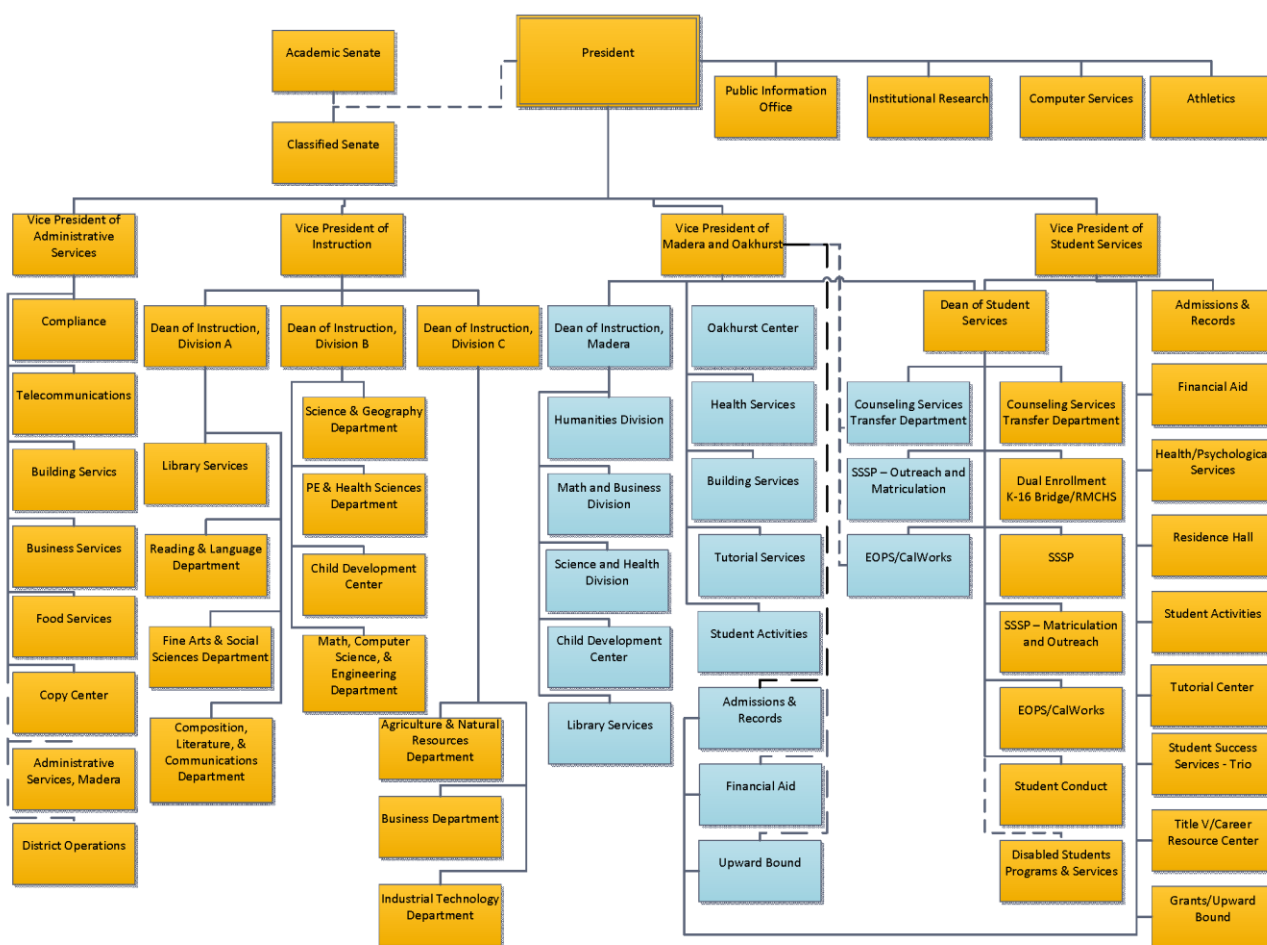


REEDLEY COLLEGE

Reedley College (RC) offers a comprehensive curriculum based on traditional subjects as well as leading-edge technology. The college's 43 associate degree programs and 65 certificate programs prepare students for success in an ever-changing, multi-cultural society. The annual enrollment for Reedley College for Spring 2014 was approximately 5,865 students. The annual enrollment for Madera Center for Spring 2014 was approximately 2,593. The annual enrollment for Oakhurst Site for Spring 2014 was 543 students.

Address: 995 North Reed Avenue, Reedley, California 93654
Phone: (559) 638-3641
Website: www.reedleycollege.edu
Nickname: Tigers
School Colors: Black and Orange

Reedley College Organizational Chart (includes Madera Center and Oakhurst Site)



Madera Center

Address: 30277 Avenue 12, Madera, California 93638
Phone: (559) 675-4800
Website: www.maderacenter.com

Oakhurst Site

Address: 40241 Highway 41
P.O. Box 1910, Oakhurst, California 93644
Phone: (559) 683-3940
Website: www.oakhurstcenter.com

CLOVIS COMMUNITY COLLEGE CENTER

Clovis Community College Center opened in 2007 and is located in northwest Fresno on a 110 acre site. Based upon its current and future growth, the Clovis Community College Center has begun the process to become the next fully accredited college in the State Center Community College District. The campus is comprised of five buildings: Academic Center One, Child Development Lab Center, Bookstore/Cafeteria, Academic Center Two and Central Support. The modern facilities include an open computer lab, additional computer laboratories, a multi-media studio, art studio, physics and science laboratories, forum hall, distance learning and traditional classrooms, library, student services, and offices.

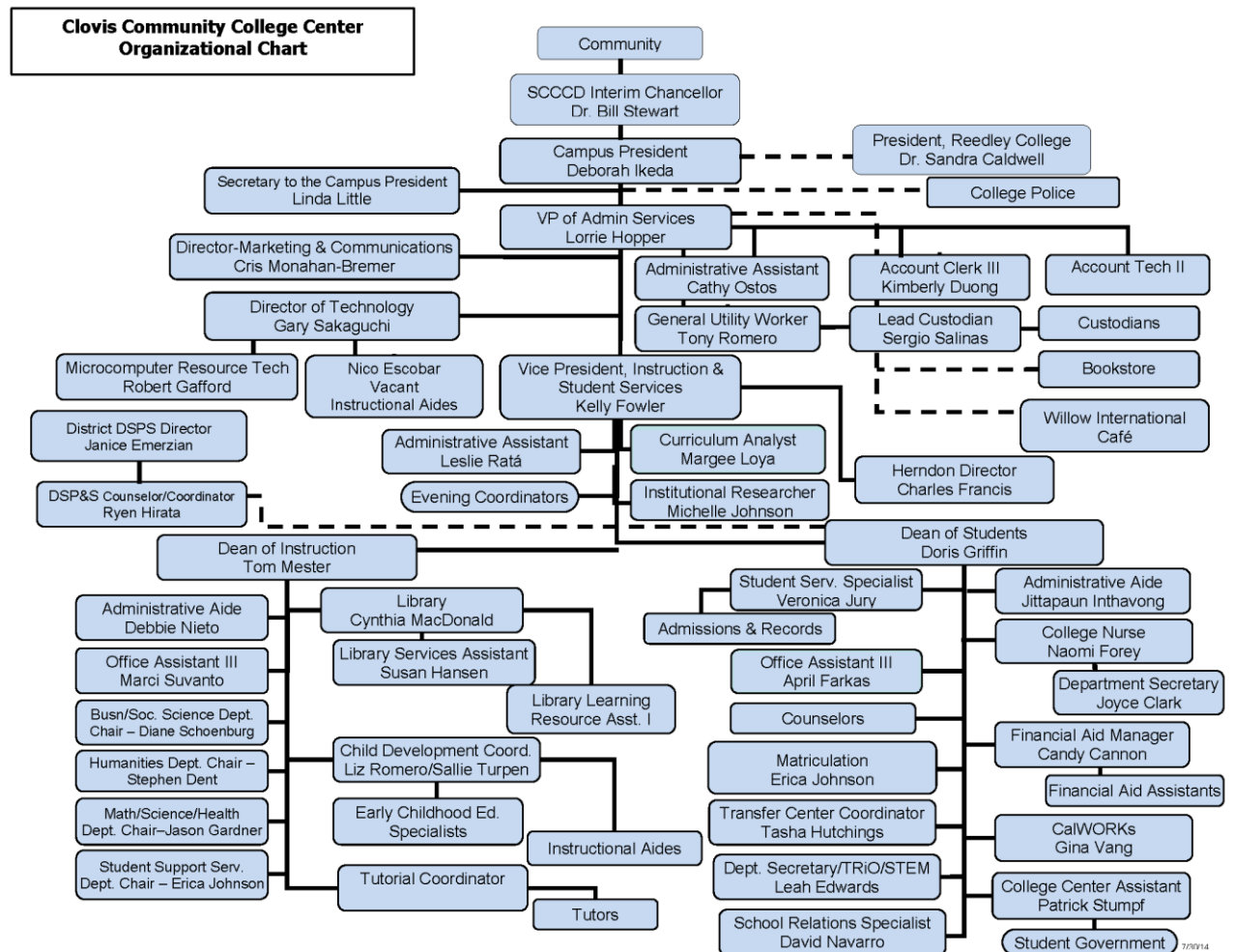
A state-of-the-art Childhood Development Center is located on the campus through a collaboration with the Clovis Unified School District and State Center Community College District. The Academic Center Phase Two building was completed in 2010. This 80,000-square-foot facility includes allied health and science laboratories, a fitness center, dance room, library/learning resource center, student services, offices, and classrooms.

The campus currently serves 5,352 students providing comprehensive educational opportunities for basic skills development, associate degrees, certificates for workforce development, and transfer degrees. The campus offers over 700 courses annually in 42 areas of study. Currently academic programs offered at the campus are offered through four departments including Humanities; Business and Social Sciences; Math, Science, and Health; and Student Support Services.

In addition to its robust instructional offerings, the Center also provides a multitude of student services, including but not limited to, academic counseling, assessment testing, bookstore, career services, child development center, outreach and recruitment services, disabled students program and services, early alert program, financial aid, health services, Internet cafe, library learning resource center, scholarship resources, transfer services, tutoring services, veterans services, and tutorial center.

Clovis Community College Center

Address: 10309 N. Willow Avenue, Fresno, California 93730
Phone: (559) 325-5200
Website: www.cloviscommunitycollegecenter.com





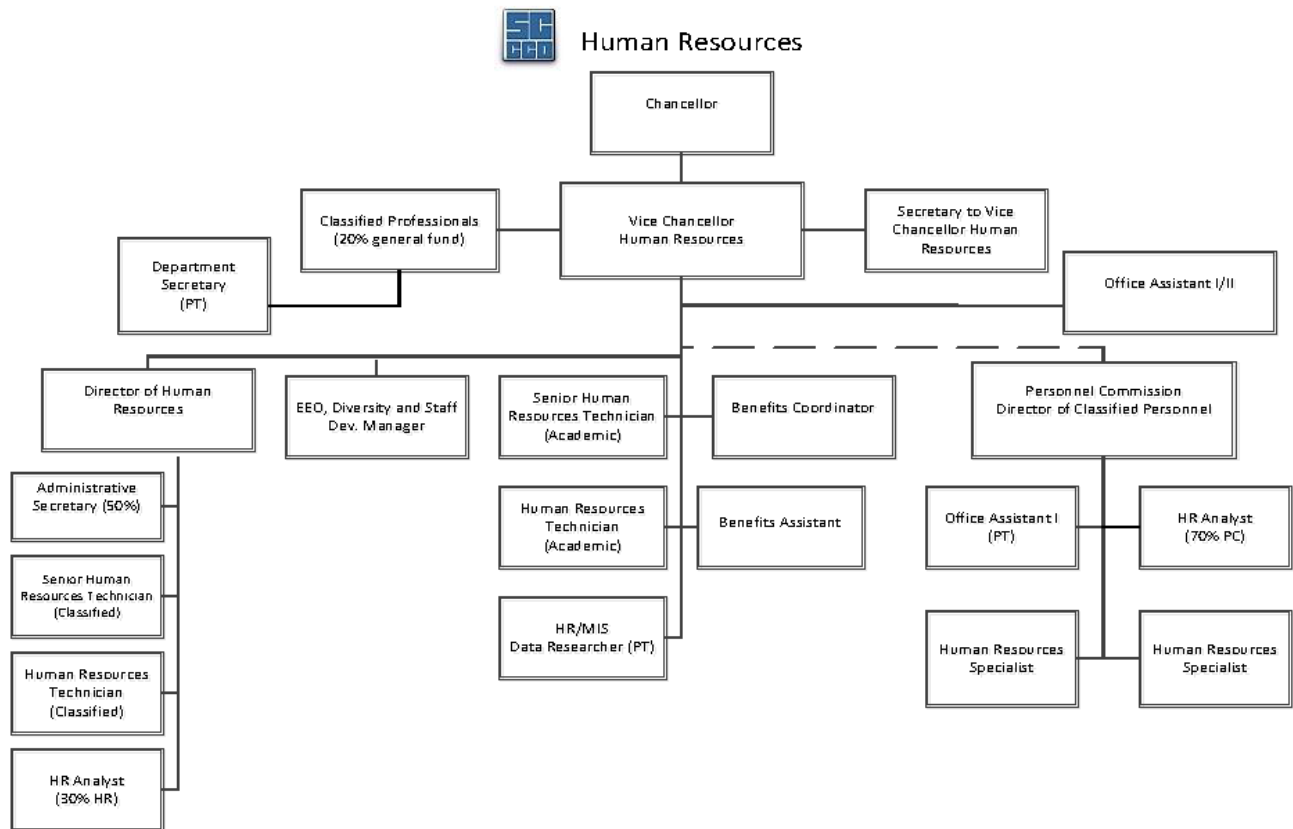
STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 2:

HUMAN RESOURCES

HUMAN RESOURCES – ORGANIZATIONAL STRUCTURE



| Human Resources Staff Members | Extensions |
|---|------------|
| Diane Clerou, Vice Chancellor of Human Resources | 5977 |
| Claudette Matz, Secretary to Vice Chancellor, Human Resources | 5972 |
| Samerah Campbell, Director of Human Resources | 5989 |
| Jo Ann Lewis, Administrative Secretary | 5983 |
| Frances Garza, Benefits Coordinator | 5933 |
| Shannon Brownell, Benefits Assistant | 5992 |
| Pauline Holman, EEO/Diversity & Staff Development Manager | 5990 |
| Sandi Edwards, Sr. HR Technician, Academic | 5976 |
| Yer Her, Sr. HR Technician, Classified | 5993 |
| Vacant, Human Resources Technician, Academic | 5975 |
| Melissa Souaykoumane, Human Resources Technician, Classified | 5981 |
| Brittany Needham, HR/MIS Data Researcher | 5971 |
| Christine Phillips, Human Resources Analyst | 5974 |
| Blanca Soto, Office Assistant II | 5925 |

Links to the information shared in the new employee orientation can be found on the HR website.

- Go to SCCCD home page to access:
 - Click on “Offices and Departments”
 - Click on “Human Resources”
 - Click on “New Employee Orientation”
 - Click on “New Employee Handbook”
 - The topics will be listed in the same order as today’s presentation

COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the educational and working environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

NONDISCRIMINATION

Board Policy and Administrative Regulation 3410 indicate “The District is committed to equal employment in educational programs, employment, and all access to institutional programs and activities.” For a complete version of this policy and regulation, please click on this link <http://www.scccd.edu/index.aspx?page=374>

EQUAL EMPLOYMENT OPPORTUNITY

Board Policy and Administrative Regulation 3420 indicate “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 community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.” For a complete version of this policy and regulation please click on this link <http://www.scccd.edu/index.aspx?page=374>

PROHIBITION OF HARASSMENT

Board Policy and Administrative Regulation 3430 indicate the district’s commitment 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 a complete version of this policy and regulation please click on this link <http://www.scccd.edu/index.aspx?page=374>

For harassment or discrimination to be unlawful they must be based on a person’s membership in a protected class. Protected classes are: national origin, religion, age, gender, race, color, medical condition, ancestry, marital status, physical or mental disability, sexual orientation, transgender, homosexuality, bi-sexuality, heterosexuality, transsexual (pre and post operative), or because one is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

**CLASSIFIED, FACULTY, CONFIDENTIAL,
CLASSIFIED MANAGEMENT AND ACADEMIC MANAGEMENT**

Board Policy 7230 defines **classified employees** as those “who are employed in positions that are not academic positions. The employees and positions are known as the classified service. The classified service does not include:

- 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 a “**Part-Time**” **classified employee** position 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 Employee: Board Policy 7240 and Personnel Commission Rule 1-8 define confidential employees as “those who are required to develop or represent 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 shall not in and of itself make the employee a confidential employee...”

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

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. Confidential employees are identified in the CSEA collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by established regulations or Personnel Commission rules. Such terms and conditions of employment shall include, but not be limited to, regulations for evaluation and rules regarding leaves, transfers and reassignments.” You can access Board Policy 7240 via this link <http://retrieve.scccd.edu/trustees/bpar2.asp>.

Please refer to Board Policy 7260 for information regarding **Classified Administrators, Supervisors and Managers**. Board Policy 7260 states, “Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, 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.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators 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 shall be consistent with other provisions of these policies regarding employment of classified employees and with Personnel Commission rules.” You can access Board Policy 7260 via this link: <http://retrieve.scccd.edu/trustees/bpar2.asp>

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.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the

Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

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. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty." You can access this Board Policy via this link <http://www.scccd.edu/index.aspx?page=374>

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 shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with established regulations developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirement of Education Code Section 87458I and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.
- Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and established administrative regulations.

- Every educational administrator shall be employed by an appointment or contract of up to four years in duration.
- Educational administrators are subject to discipline for the causes set forth in Education Code section 87732 unless otherwise specified in his or her contract of employment.

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 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 his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411. " You can access this information via Board Policy 7250 via this link <http://www.scccd.edu/index.aspx?page=374>.

DIFFERENCE BETWEEN A COMPLAINT AND A 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 units for specific language/processes.

Any complaint not covered by the grievance definition shall be resolved through the complaint procedure. A complaint procedure form may be obtained by clicking on the following link <http://intranet.scccd.net/HR/Complaint%20for%20for%20AR%203450.pdf>

Administrative Regulation 3450 contains an informal complaint procedure to facilitate "prompt and equitable adjustment of differences regarding alleged violations of statutes, state regulations, Board Policies or Administrative Regulations." This complaint procedure cannot be used to address "matters covered by the grievance procedure contained within collective bargaining agreements."

A complaint may be filed under Administrative Regulation 3420 when an applicant believes he or she has "suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her 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..."

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

ARE WE STATE EMPLOYEES?

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.

DO YOU HAVE TO JOIN A UNION?

Employees are not required to join a union, but those who do not join the union have to pay union fees called “Agency Fees”. It is a law in the State of California that employees of State and public agencies such as SCCCDC must pay an “Agency Fee”. This gives unions the ability to collect money from employees to pay for things such as:

- Negotiating a contract
- Representing employees in grievances and arbitrations
- Lobbying activities to foster collective bargaining negotiations or secure advocates.

You must pay an agency fee if your position is covered by an exclusive representative (union), even if you choose not to become a registered member of the union. The agency fee is collected through payroll deduction. The law mandates the agency fee amount cannot be more than the union’s membership dues; however, each union determines the amount of the agency fees. If you would like additional information please contact SCFT, CSEA or POA.

DRESS CODE POLICY

We do not have a current district dress code policy. Please check with your department and/or division for its dress code.

FREQUENTLY ASKED QUESTIONS

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| AB1825 Sexual Harassment Training for Managers (Prevention of Sexual | Offered every other year (Last one December 2013) We will be offering this training again in the year, 2015. This law requires new managers be given this training within 6 months of their hire date or date of promotion. |
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| Harassment Training) | http://intranet.scccd.net/HR/SEXUAL%20HARASSMENT%20BROCHURE.pdf |
| Agreement between State Center Community College District and State Center Federation of Teachers Local 1533, CFT/AFT, AFL-CIO July 1, 2012 – June 30, 2015 | http://www.scccd.edu/index.aspx?page=83 |
| Agreement between the State Center Community College District and the Part-Time Faculty Bargaining Unit State Center Federation of Teachers July 1, 2012 – June 30, 2015 | http://www.scccd.edu/index.aspx?page=83 |
| Board Policies and Administrative Regulations | http://www.scccd.edu/index.aspx?page=374 |
| California Family Rights Act/Pregnancy Disability Leave and Pregnancy Disability Leave (CFRA/PDL) | Leave of Absence Information http://www.scccd.edu/index.aspx?page=83 |
| Catastrophic Leave Contract Language from CSEA contract | http://www.scccd.edu/index.aspx?page=83 |
| Complaints (For use by bargaining unit members pursuant to Administrative Regulations 3450) | http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203450%20-%20Complaint%20Procedure.pdf Blue Complaint Forms may be obtained by clicking on the following link: http://intranet.scccd.net/HR/Complaint%20for%20for%20AR%203450.pdf |
| District Commitment to Diversity | http://www.scccd.edu/index.aspx?page=83 |
| District Harassment/Sexual Harassment Policy AR 3435 AR 3430 | http://www.scccd.edu/index.aspx?page=83 http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203435%20-%20Discrimination%20and%20Harassment%20Complaints.pdf |

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| BP 3430 | http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203430%20-%20Prohibition%20of%20Harasment.pdf http://retrieve.scccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203430%20-%20Prohibition%20of%20Harassment.pdf |
| District Nondiscrimination Policy AR 3435 BP 3410 AR 3410 | http://www.scccd.edu/index.aspx?page=83 http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203435%20-%20Discrimination%20and%20Harassment%20Complaints.pdf http://retrieve.scccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203410%20-%20Nondiscrimination.pdf http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203410%20-%20Nondiscrimination.pdf |
| Donation to Classified Catastrophic Leave Bank Form | http://intranet.scccd.net/HR/ |
| Equal Employment Opportunity Policy BP 3420 AR 3420 | http://www.scccd.edu/index.aspx?page=83 http://retrieve.scccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203420%20-%20Equal%20Employment%20Opportunity.pdf http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203420%20-%20Equal%20Employment%20Opportunity.pdf |
| Family Medical Leave Act (FMLA) | Leave of Absence Information http://www.scccd.edu/index.aspx?page=83 |
| Grievances (For use by <u>academic</u> bargaining unit members) | It is located in the back of your bargaining agreement booklet. http://www.scccd.edu/index.aspx?page=83 |
| Grievances (For use by <u>classified</u> bargaining unit members) | It is located in the back of your bargaining agreement booklet. http://www.scccd.edu/index.aspx?page=83 |

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| Health Benefits Information | http://www.scccd.edu/index.aspx?page=515 |
| Interactive Discussion Process | http://intranet.scccd.net/HR/ http://www.dfeh.ca.gov/ http://www.eeoc.gov/ |
| Instructional Calendars & Classified and Management Holiday Calendars | http://intranet.scccd.net/Calendar/ |
| Job Classifications & Families | http://www.scccd.edu/index.aspx?page=357 |
| Live Scan Procedure – Classified, Student-Volunteer and Faculty | http://intranet.scccd.net/HR/ |
| Oath of Affirmation of Allegiance | http://intranet.scccd.net/HR/ |
| Personnel Commission Rules | http://www.scccd.edu/index.aspx?page=139 |
| Request to Utilize Classified Catastrophic Leave Form | http://intranet.scccd.net/HR/ |
| State Center Community College District and California School Employees Association Chapter No. 379 Agreement July 1, 2012 – June 30, 2015 | http://www.scccd.edu/index.aspx?page=83 |
| State Center Community College District and It's Peace Officers' Association Agreement July 1, 2012 – June 30, 2013 | http://www.scccd.edu/index.aspx?page=83 |
| Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) | http://intranet.scccd.net/HR/ |
| 2014-2015 Classified/Faculty & Management Salary | http://www.scccd.edu/index.aspx?page=471 |

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| Schedules | |
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FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA Poster – “Employee Rights and Responsibilities Under the Family and Medical Leave Act <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> - Required by 29 CFR Part 825 §825.300(a) (3-4) (PDF of poster attached)

For more information go to: <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm> and <http://www.dol.gov/whd/fmla/index.htm>

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

CFRA Poster – “Department of Fair Employment and Housing “Notice B” Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave”
<http://www.dfeh.ca.gov/res/docs/Publications/NOTICE%20B.pdf> – Required by CCR § 7297.9

For more information go to: http://www.dfeh.ca.gov/Publications_CFRADefined.htm

DFEH California Family Rights Act brochure (DFEH-188 Revised 04/04): <http://www.dfeh.ca.gov/res/docs/Publications/DFEH-188.pdf>

PREGNANCY DISABILITY LEAVE (PDL)

CFRA Poster – “Department of Fair Employment and Housing “Notice B” Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave”
<http://www.dfeh.ca.gov/res/docs/Publications/NOTICE%20B.pdf> – Required by CCR § 7297.9

For more information go to: http://www.dfeh.ca.gov/Publications_StatLaws_PregDiscr.htm

DFEH Pregnancy Leave Brochure (DFEH-186 revised 07-07)
<http://www.dfeh.ca.gov/res/docs/Publications/DFEH-186.pdf>

ADA/FEHA DISABILITY ISSUES

For information on the federal Americans with Disabilities Act go to: <http://www.dol.gov/dol/topic/disability/ada.htm> and/or <http://www.ada.gov/>

For more information on the California Fair Employment and Housing Act go to: http://www.dfeh.ca.gov/Publications_FEHADescr.htm

http://www.dfeh.ca.gov/Publications_StatLaws_DisabEmp.htm

DFEH Employment Discrimination Based on Disability brochure (DFEH-184 revised 04/04)
<http://www.dfeh.ca.gov/res/docs/Publications/DFEH-184.pdf>

INTERACTIVE DISCUSSION PROCESS

An interactive discussion process (IP) meeting is required under ADA and FEHA when the employee provides a doctor's note indicating restrictions, and under workers' compensation, ADA and FEHA when an employee is determined to be permanent and stationary. Therefore, the **District conducts an interactive discussion when** an employee is determined:

- To have work restrictions, or,
- To be permanent and stationary, or
- Prior to being placed on the 39 month reemployment list.

The District should hold the interactive dialogue as quickly as possible and respond expeditiously to a request for reasonable accommodation

The first step in determining whether a reasonable accommodation of an employee's disability is appropriate is through the interactive process. This is a mandatory meeting between the employee, his/her supervisor and a HR representative. The interactive process is a continuing obligation, requiring an employer to consider alternative accommodations if the current accommodation is ineffective.

FEHA specifically requires employers to engage in a "timely, good faith, interactive process" with the employee or applicant in response to request for reasonable accommodation. The California Court of Appeals has held that the employer must show:

1. An accommodation was offered and refused,
2. There were no appropriate vacant positions, or
3. The interactive process broke down due to the employee's failure to engage in good faith in the process.

EEOC's Interactive Process Guidelines require:

That accommodation requests by an employee or applicant be defined liberally and broadly to include both oral or written requests by an employee, an applicant or healthcare provider, a family member or another representative.

- That the decision to provide the reasonable accommodation be made quickly.
- That interaction is essential to the process of locating a reasonable accommodation.
- **That the denial of an accommodation be supported by specific, legitimate reasons.**

REQUEST FOR REASONABLE ACCOMMODATION

The need for reasonable accommodation rises from either the **employee's request or the employer's knowledge of the employee's disability**. At this point the employer must **engage in the interactive discussion process**. The District may ask the employee relevant questions that will enable it to make an informed decision about the request. This includes asking what type of reasonable accommodation is needed.

The District cannot ask for documentation from the employee regarding a request for reasonable accommodation when both the disability and the need for reasonable accommodation are obvious, or when the employee has already provided the District with sufficient information to substantiate that s/he has a disability and needs the reasonable accommodation requested.

The District HR Office may need to ask questions concerning the nature of the disability and the employee's functional limitations in order to identify an effective accommodation. The employee with the disability does not have to be able to specify the precise accommodation, s/he does need to describe the problems posed by the workplace barrier. Additionally, suggestions from the employee with a disability may assist the employer in determining the type of reasonable accommodation to provide.

The District may choose among reasonable accommodations as long as the chosen accommodation is effective. The District should be prepared to discuss the effectiveness of the different accommodations and use this in our determination. If more than one accommodation is effective the preference of the individual with a disability should be given primary consideration. However, the employer providing the accommodation has the **ultimate discretion** to choose between effective accommodations.

If an employee asks for an accommodation, if the **disability is not obvious**, the **employer may ask the employee to provide documentation from his/her treating physician that: (1) describes the nature, severity, and duration of her impairment, the activity or activities that the impairment limits, and the extent to which the impairment limits her ability to perform the activity or activities; and (2) substantiates why a specific accommodation is needed.** Since the need for an accommodation is not obvious, if the employee fails to provide the requested documentation or if the documentation does not demonstrate the existence of a disability, the employer can refuse to provide the accommodation. If a supervisor notices an employee cannot see well and the employee's performance is declining, therefore, asks the employee to see the District's doctor and the employee does not go, then any discipline the District decides to take should be performance related. If an employee fails to respond to a disability-related inquiry or fails to submit to a medical examination that is job-related and consistent with business necessity, the District's response will be based on its reason for making the job-related inquiry or requiring a medical examination.

The **ADA** does not prevent the District from requiring an employee to go to an appropriate health care professional of the employer's choice if the employee provides **insufficient documentation** from his/her treating physician (or other health care professional) to substantiate that s/he has an ADA disability and needs a reasonable accommodation. However, if an employee provides insufficient documentation in response to the employer's initial request, the employer should explain why the documentation is insufficient and allow the employee an opportunity to provide the missing information in a timely manner. The employer should consider consulting with the employee's doctor before requiring the employee to go to the District's health professional.

Documentation is insufficient if it does not specify the existence of an ADA disability and explain the need for reasonable accommodation, or where the health care professional does not have the expertise to give an opinion about the employee's medical condition and the limitations imposed by it; (2) the information does not specify the functional limitations due to the disability; or, other factors indicate that the information provided is not credible or is fraudulent. **If an employee provides insufficient information the District does not have to provide reasonable accommodation until sufficient documentation is provided.**

LIGHT DUTY

Following a work-related injury or illness, the District **may offer light duty** if it is available. The FEHA/ADA do 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 light duty position if it requires the District to make a new position. FEHA requires the employer to make reasonable accommodation 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 his existing position, the employer must make an effort to determine whether another position is available. However, the 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. In the case of *Raine v. City of Burbank*, (2006) 135 Cal. App 4th 1215 (37 CaRptr.3d 899) a police officer was placed in a temporary light duty assignment for six years while waiting to heal from his injuries. Once he became permanent and stationary he did not have to be allowed to permanently stay in the light duty as it would have required the City to create a new sworn officer position. The City was required to provide Raine reasonable accommodation, including reassignment if a vacant position existed, the City was not required to create a new front desk position for Raine.

PERSONNEL FILES

Every employee has the right to inspect personnel records pursuant to the Labor Code and collective bargaining agreement provisions, if applicable.

Information of a derogatory nature shall 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. The employee shall have the right to enter and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

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

Nothing in this regulation shall 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.

PARKING

Policy Governing Operations of Motor Vehicles on College Campuses

<http://scccdpolice.com/wp-content/uploads/2009/07/OperationsofMotorVehicles.pdf>

Parking and Traffic Policy

<http://scccdpolice.com/parking-and-traffic-policy>

Effective Days and Hours of Enforcement of Decal Parking:

Permit parking enforcement shall be in effect on the days that classes are in session (including examination days).

Fall and Spring Semester

Between 7 a.m. and 10 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday.

Summer Session

Between 7 a.m. and 10 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday.

Permit parking enforcement except for staff areas shall not be in effect on days classes are not in session; i.e., weekends, school holidays, commencement, and days between sessions.

Enforcement of parking in staff areas shall be in effect at ALL times.

Parking Meters and Permit Dispensers-Effective Days and Hours of Enforcement:

Parking meters or permit dispensers shall be in operation every day between the hours of 7 a.m. and 10 p.m. except Saturdays, Sundays, and administrative holidays. However, the administration may be ordinance or regulation provide that the parking time limits be effective at other times, and such changes shall be indicated by signs on the parking meters or dispensers. The Chief of Police, at his discretion, may prohibit or change parking restrictions in areas included in parking meter zones during times of emergency or need, by causing appropriate signs to be installed. Parking meter use fee shall be \$1 for the day. One day dispenser permits are not valid in staff spaces.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

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. <http://www.scccd.com/index.aspx?page=139>

- **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. <http://www.scccd.edu/index.aspx?page=140>



Tim Liermann, Chair, is the California School Employees Association State Center Chapter 379 appointee. He has a long work history as a classified employee for two school districts in the state of California. In 1985, he was hired as a Labor Relations Representative for CSEA. For the last 16 years, Mr. Liermann has served as the Senior Labor Relations Representative for CSEA assigned to the Fresno Field Office representing approximately 22,000 classified employees. He and his wife Carla have 4 grandchildren and 1 great-grandchild. Mr. Liermann retired from CSEA on January 1, 2011 after 26 years.



Bradley Tahajian, Vice-Chair, is a senior attorney with the state Court of Appeal, where he specializes in workers' compensation & related employment matters. He became familiar with public employment by serving as an executive fellow with the state Department of Personnel Administration & later as legal counsel to a Judicial Council task force charged with evaluating judicial employment issues. Mr. Tahajian attended Fresno City College & earned a bachelor's degree in economics from UCLA, law degree from UC Hastings College of the Law, & legal master's degree in tax emphasizing in employee benefits from the University of San Diego.



Pamela Freeman-Fobbs, Commissioner, is the Board of Trustees' appointee. Sworn in to the Personnel Commission on January 29, 2013, she has been a Board Member for the SCCC Foundation Board since 2009. Ms. Freeman-Fobbs is a former deputy district attorney for Fresno County and has served as a board member for many local organizations, including Valley Public Television, Community Hospitals of Central California, Fresno Philharmonic, and Make-A-Wish Foundation. Her passion is in healthcare and quality-of-life issues for women and children. Ms. Freeman-Fobbs has a JD from Thurgood Marshall School of Law.

- **Commission Staff**

The Director of Classified Personnel and staff carry out the day-to-day responsibilities of the Personnel Commission. The Director of Personnel 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.

<http://www.scccd.edu/index.aspx?page=360>

Elba Gomez, Director of Classified Personnel

Christine Phillips, Human Resources Analyst

Vincent Tafoya, Human Resources Specialist

Reshonda Collins, Human Resources Specialist

Gavino Heredia, Office Assistant I

- **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.

- **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 competitors 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.

<https://scccd.peopleadmin.com/>

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 Director of Classified Personnel) in any one fiscal year.

- **Limited term employee**

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 on a 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 “Class Specification” 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. Class 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.

- **Job Description**

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

<http://www.scccd.edu/index.aspx?page=357>

- Classification Studies and analysis

- **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.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 4:

INFORMATION TECHNOLOGY

1. Contact information for Information Technology Directors

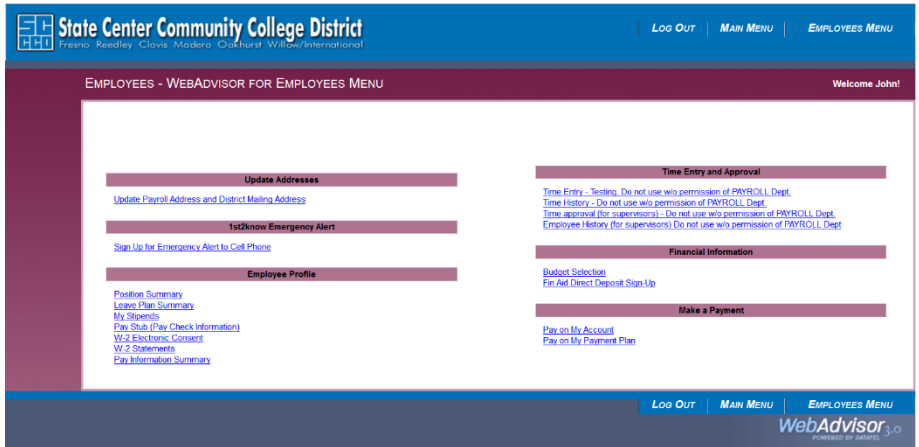
We are the overall heads of information technology for DO, FCC, and RC/NC. Please contact us if your local help desk can't solve your problem, or if you have a suggestion for improving the Information Technology portion of this handbook.

- a. John Bengtson (DO, "Director, Information Systems"): responsible for District-wide Ellucian, phones, videoconferencing; DO help desk x5960; personal x5957; john.bengtson@scccd.edu
- b. Don Lopez (FCC, "Director of Technology"): responsible for FCC's PCs, audiovisual; FCC help desk x5770; personal x2298; don.lopez@fresnocitycollege.edu
- c. Gary Sakaguchi (RC/NC, "Director of Technology"): responsible for RC/NC's PCs, audiovisual; personal x5365; gary.sakaguchi@reedleycollege.edu

2. Ellucian Overview: descriptions of the different parts of Ellucian and WebAdvisor, what each does, and how they relate to each other

- a. **What's Ellucian?** Ellucian is the name of the District's "Enterprise Resource Planning" (ERP) system. Before the advent of ERP systems, each functional area (Human Resources, Finance, Purchasing, Student Services, etc.) might have its own independent computer system. And those systems were usually poorly—or not at all—integrated with each other, leading to lots of duplication of data entry and inconsistencies. Because it's an "all in one" system, Ellucian helps to eliminate many of these problems. But that integration also makes it a very large and complex system.
 - b. **What's UI?** UI stands for "User Interface". It's the program you use to access Datatel as a privileged (special permissions) user. The special permissions issue is one of the differences between UI and WebAdvisor (WebAdvisor is described next) – WebAdvisor *doesn't* require special permissions for its use. The special permissions are needed because of the possibility of accessing and changing very sensitive information—like grades and payroll.
- A screenshot of the Datatel UIweb interface. The window title is 'DATATEL UIweb'. The interface shows a form for adding a new user. Fields include 'App Name' (set to 'NEW'), 'User ID' (set to 'NEW'), 'Name' (set to 'NEW'), 'Address' (set to 'NEW'), 'City' (set to 'NEW'), 'State' (set to 'NEW'), 'Zip' (set to 'NEW'), 'Phone' (set to 'NEW'), 'Email' (set to 'NEW'), 'Password' (set to 'NEW'), 'Confirm Password' (set to 'NEW'), 'Role' (set to 'NEW'), and 'Status' (set to 'NEW'). There are also checkboxes for 'Active' and 'Locked'. At the bottom, there is a table with columns 'Name', 'Description', 'Status', 'Quantity', 'Unit Price', and 'Total'. The table contains one row with 'NEW' in the Name column and 'NEW' in the Description column. The Status is 'NEW', Quantity is 'NEW', Unit Price is 'NEW', and Total is 'NEW'.
- i. UI has historically come in two flavors: desktop and web, known as UIdesktop and UIweb. Datatel is moving away from UIdesktop to UIweb *only*, so new users will only need to be concerned with UIweb. The screenshot above is of UIweb.
 - ii. To gain access to UIweb, submit the request form to the IS Department, attn. Keith Johnson. You'll then be provided with a userid and password, and then need only browse to <http://\datatelui.scccd.edu>.

- c. **What's WebAdvisor?** WebAdvisor is another way of accessing Ellucian. If you are an employee of the District, you are automatically granted access to Ellucian through WebAdvisor. With WebAdvisor you'll be able to access your pay stubs, W2s, leave balance, and much more. For the password to your account and help getting started, you may call the IS Dept help desk at x5960.



- d. **Who takes care of Ellucian?** The Information Systems department at the District Office has primary responsibility for the system: its hardware, software, patching, troubleshooting, and integration with other systems.
- e. **Training sources:**
- The best source of training for a specific functional area (e.g., Financial Aid) is always a user working in that area who's been using the system a long time and knows all the screens, shortcuts, relationship with business practices, and so on. For formal training, the District has an unlimited 24/7 training contract with Ellucian usable by all District employees. To gain access, go to <http://clients.Ellucian.com> and select "Request a login now" from the screen at right. While signing up for access, you'll need to enter the SCCC 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.
 - Another excellent source of training is the California Community College Datatel User Group (3CDUG) conferences held several times each year (Datatel is the old name of the company now named Ellucian). These are a great & inexpensive way to partner with peers at other institutions, share best practices, *and meet Ellucian reps responsible for California-specific elements of the Ellucian system*. See their web site at <http://www.yccd.edu/3cdug> for conference dates and other information.

Need a Login?

Request a login now

This is the support website for clients using Colleague by Ellucian and associated products, and Ellucian Recruiter.

We encourage all employees at institutions supported by Ellucian's Extended Software & Services Agreement (ESSA) to request a login. Once logged in, clients will have access to documentation, software announcements, client communities, and much more.

If your institution has identified you as a System Administrator, you will also have access to software downloads.

If you have questions about access to this website, please contact webadmin@ellucian.com

f. **Author of this section** (contact with questions/suggestions): John Bengtson

3. **Getting Access to Ellucian And its Data**

a. **How do you get access to a particular screen?**

- The data in Ellucian 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: Assoc. Vice Chancellor, HR (Diane Clerou)
 - Student Records: Vice President, Admin. & Records (Pedro Avila)
 - Finance (incl. payroll): VC of Business (Ed Eng)
- For screen access: fill out the security form found at the SCCCD Intranet website forms page, have your dean or above sign it, and send it to the IS Department, attn. Keith Johnson.
- What kinds of screens are there? Ellucian 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, you may want to get access to the "XPS2" screen so you can easily see the leave balances for all your assigned personnel.

b. **How do you get access to raw data?**

- For Ellucian **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. Keith Johnson. If it appears your request will take more than 40 hours of programmer effort, Keith will help you bring your request to the IS Priority 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 Ellucian data. If you don't know exactly what you need: contact Keith Johnson 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.

- c. **Author of this section** (contact with questions/suggestions): John Bengtson

4. Ellucian WebAdvisor

- a. **How to get an account:** call either the FCC web room at (559) 442-8228 or the IS Department Help Desk at x5960.
- b. **Password reset:** if you need to have your password reset, you may call either the FCC web room at (559) 442-8228 or the IS Dept Help Desk at (559) 244-5960.
- c. **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. Keith Johnson. That form defines which parts of the District’s budget your manager wants you to be given access to.
- d. **Who to call for help:** call the IS Department helpdesk at (559) 244-5960, or the FCC web room at (559) 442-8228.
- e. **Author of this section** (contact with questions/suggestions): John Bengtson

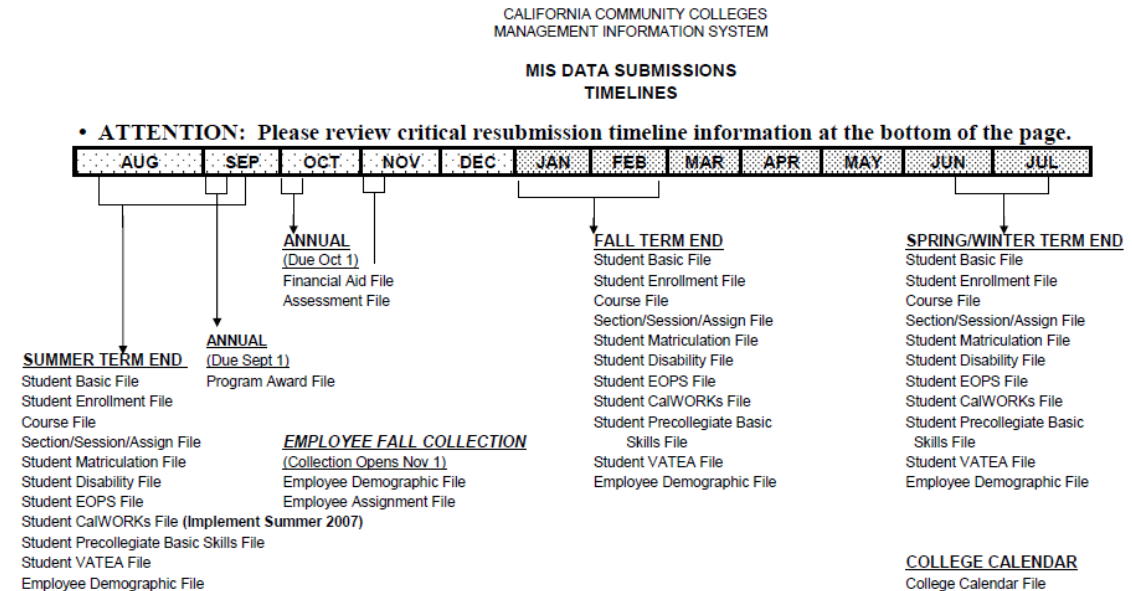
5. Ellucian Account

- a. **How to get an account:** submit the request form (available on SCCC Intranet website forms section) to the IS Department, attn. Keith Johnson. You’ll then be provided with a userid/password, enabling you to use Ellucian at the URL <http://Ellucianui.scccd.edu>.
- b. **Who to call for help including password resets:** call the IS Department helpdesk at (559) 244-5960.
- c. **Author of this section** (contact with questions/suggestions): John Bengtson

6. Ellucian Management Information Systems (MIS) submissions

- a. **Overview:** the MIS process was designed by the California Community College Chancellor’s Office (CCCCO) to gather data from all of California’s community colleges. Our responsibility is to comply with the state’s directives by providing timely, accurate information as requested. The data is collected within Ellucian through various processes, and then submitted according to the state’s timeline using special CA-specific programming within Ellucian.

b. **Timeline:** see the state's timeline chart below



- All term-end files are due within one month after the end of each term, with the following exceptions:
 - 1) Winter Quarter data is due at the same time as Spring Quarter data
 - 2) Districts with a Fall due date in January are not required to submit until the first Monday in February

• **THE LAST DAY TO RESUBMIT:**

Summer, Fall, and/or Spring term end files for allocation purposes is the first Monday in August (by 5:00 p.m.). (Updated)

Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 p.m.).

Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.).

Employee Fall Collection for inclusion in the final IPEDS data upload is the third Friday in January (by 5:00p.m.)

c. **Responsibilities**

- Each functional area (e.g. financial aid, DSPS, A&R) is responsible for the accuracy of its data. The IS Dept has reports available to help verify the quality of data during the year so problems can be identified and corrected far in advance of the actual submission to state, and can help develop additional reports when needed – contact the IS Dept database administrator, Ralph Schwehr, at x5963, to learn more about available reports and how we can create additional reports if needed.
- The Financial Aid department at FCC submits their own FA portion of MIS data.
- The IS Department at DO submits all other portions of MIS data.

d. **Training and other help**

- Extensive Ellucian documentation is available on the <http://clients.Ellucian.com> website (all SCCC employees are entitled to an account on the site)
- California Community College Ellucian Users Group (3CDUG) conferences are available as publicized on the 3CDUG website

- CCCC training is available as publicized on the state Chancellor's office website

e. **Author of this section** (contact with questions/suggestions): John Bengtson

7. E-mail

- Training:** training for our District's e-mail system is available from the Classified Professionals training team. Our e-mail system is Microsoft Exchange 2010, running on servers in the IS Department, combined with Microsoft Outlook installed on user PCs by the campuses.
- 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) is what you'll use when you're anywhere else. To access OWA, go to the www.scccd.edu website and click on the "Email" link on the top of the page, and then select "Employee" from the drop down menu (similar links are also available on the campus web sites).
- 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.
- Student e-mail** (e.g. delivery issues from instructors): issues related to problems getting mail delivered to the District's student e-mail system should be referred to the FCC Director of Technology, Don Lopez, who's leading the student e-mail effort.
- Author of this section (contact with questions/suggestions): John Bengtson



8. 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 is available from your local technology support. Or you may call the IS Dept help desk at (559) 244-5960.
- Author of this section** (contact with questions/suggestions): John Bengtson

9. Videoconferencing (including Distance Learning)

- Capabilities:** our videoconferencing (VC) systems support Distance Learning classes, administrative conferences, and other ad hoc purposes on a regular basis. There are approximately 30 VC systems at locations around the District.
- Training:** contact Phil Howard in the IS Dept at x2645 for VC system locations, training on equipment usage, and other types of assistance.

- c. **Room and equipment reservations:** room reservations are handled by the local administrative staff that controls access to those rooms. Contact the room “owners” to reserve a VC-capable room for your VC. If you need rooms located at other locations, you should contact Phil Howard in the IS Dept at x2645 to help with scheduling the non-local rooms you need. Phil Howard can also automatically create the VC on the event date, as long as local staff opens the doors and turns on the equipment at all locations.
- d. **Author of this section** (contact with questions/suggestions): John Bengtson

10. Blackboard

- a. **Description:** Blackboard is the SCCCD’s Learning Management System. The software is hosted with ASP (Blackboard). The system is used for Courses and Organizations for the entire district.
- b. **Access:** Accounts are created automatically from Ellucian 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. There are three URLs identified for the production version of the system and one for the test environment. Production URL’s - blackboard.fresnocitycollege.edu, blackboard.reedleycollege.edu, and blackboard.scccd.edu. Test environment URL – scccdtest.blackboard.com
- c. **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.
- d. **Contact(s):**
 - FCC – Don Lopez, Jon Wilson
 - RC/NC – Gary Sakaguchi, David Borofka
 - District – Purchasing department
- e. **System Maintenance:** the servers are hosted and maintained by the hosting service.
- f. **Licensing:** done as a collaboration between the campuses and the district office
- g. **Author of this section** (contact with questions/suggestions): Don Lopez

11. SARS

- a. **Description:** SARS (Appointment Scheduling and Reporting System) is a scheduling system currently used at all the campuses. Various service areas on the campuses use the software for student appointments. Servers for the software are maintained at FCC and RC.
- b. **Access:** accounts are created manually at FCC and automated at RC. Account creation is done by Kathy Echols for FCC and by Gary Sakaguchi for RC and NC.
- c. **Training:** training is provided by the campuses by identified individuals per area using the software. Contact persons listed below are trainers for the system.

- d. **Contacts for questions and training:**
 - FCC – Kathy Echols, Counseling, Don Lopez, Technology Support Services
 - RC & NC - Erica Johnson & Chris Spomer, Counseling
- e. **System Maintenance:** the systems are maintained by campus IT personnel.
- f. **Licensing:** currently maintained at FCC by the Student Services Division.
- g. **Author of this section** (contact with questions/suggestions): Don Lopez

12. Classroom technology support

- a. **Classroom tech support**, including lecture capture, Blackboard, training, new orders, repairs, and acquiring additional software, are handled at the campus level. Please contact your local campus tech support for assistance.
- b. **Author of this section** (contact with questions/suggestions): John Bengtson

13. Registration to Go (RTG)

- a. Most **RTG support**, including laptops, training, aircards, day of the event on-site support, and repairs, is handled at the campus level. Please contact your local campus tech support for assistance.
- b. The **Ellucian** system, which is used at RTG events, is operated by the IS Department. Contact them at their help desk, x5960, for help with any Ellucian issues including getting an account, password resets, and system performance problems during RTG events.
- c. **Author of this section** (contact with questions/suggestions): John Bengtson

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

- a. **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.
- b. **Author of this section** (contact with questions/suggestions): John Bengtson

15. Copiers

- a. **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.

- b. **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.
- c. **Training:** Training is provided by the campuses by identified individuals. Contact persons listed below are trainers for the system.
- d. **Contact(s):**
 - FCC – Don Lopez
 - RC & NC - Gary Sakaguchi
 - District Office: John Bengtson
- e. **System Maintenance:** The systems are maintained by the Ray Morgan Company.
- f. **Lease Agreements:** District office purchasing.
- g. **Author of this section** (contact with questions/suggestions): Don Lopez

16. Smartphones (iPhone and Android)

- a. **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.
- b. **Access:** permission configuration is maintained by the campus and district IS staff.
- c. **Training:** no formal training is provided. The campus IS staffs assist faculty/staff with required configuration parameters.
- d. **Contact(s):**
 - FCC: Harry Zahlis
 - RC & NC: Gary Sakaguchi
 - District Office: Charlie Lochbaum
- e. **Author of this section** (contact with questions/suggestions): Don Lopez

17. How to acquire new systems (HW and SW)

- a. **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: Polycom – District and Campuses, standard established
 - Audio/Visual Equipment: varies – District and Campuses, standards established by the campuses
- b. Training:
- Ellucian: 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 ASG at FCC.
- c. Contact(s):
- Ellucian: District Office IS staff.
 - Enterprise Email: District IS staff.
 - Student Email: Hosted with Microsoft LIVE@EDU.
- d. Licensing: Mostly campus specific. There are several instances where we purchase collaboratively as a district, e.g. Microsoft, Blackboard, Sophos Anti-Virus.
- e. **Author of this section** (contact with questions/suggestions): Don Lopez

18. How to acquire new applications (including PC-based)

- a. 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. Course software is requested through processes on campus and typically includes formal requests by the division supervisor.
- Ellucian: supported by DO IS staff
 - Employee E-mail: Microsoft Exchange – infrastructure supported by DO IS staff; accounts are granted a campus level when network access is granted
 - Student E-mail: hosted with Microsoft LIVE@EDU – campus supported
 - Document Imaging: Hyland – both DO employees and campuses have access
 - SARS - District (DO employees) and Campus partnership
- b. Training: training is dependent upon the type of software.
- c. Contacts:
- FCC: Don Lopez
 - RC & NC: Gary Sakaguchi

- District Office: help desk at x5960
- d. Licensing: mostly campus specific. There are several instances where we purchase collaboratively as a district, e.g. Microsoft, Blackboard, Sophos Anti-Virus.
- e. **Author of this section** (contact with questions/suggestions): Don Lopez

19. Home-Use Products

- a. Microsoft Home Use Program – hup.microsoft.com
- b. Journey Ed – www.journeyed.com/educators
- c. CDWG – scccd.onthehub.com
- d. Foundation for California Community Colleges – foundationccc.org/CollegeBuys/ForFacultyandStaff/tabid/488/Default.aspx
- e. Apple – store.apple.com/us_edu_330560
- f. Dell – www.dell.com/epp
- g. Also – see the campus websites for a link called “Faculty/Staff Purchases” for latest additions

20. Snapshot of technology governance processes

- a. 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 Coordinating Committee (TCC, see next item) 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.
- b. District Technology Committee (DTC): The DTC 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 Vice Chancellor of Workforce Development and Educational Services.
- c. Information Systems Priority Committee (ISPC): the ISPC helps determine priorities for developmental activities involving the Ellucian system. This includes development of new capabilities, integration with other systems, and modifications of existing capabilities. For additional details contact John Bengtson.
- d. SCCCED Ellucian Users Group (SCCCD DUG): the SCCCED DUG is a forum for Ellucian-using peers across the District to work together on issues of interest. Subjects include topics such as current problems, best practices, upcoming training opportunities, and new capabilities from Ellucian.

- e. Author of this section (contact with questions/suggestions): John Bengtson



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 5:

ACCOUNTING

Finance/Accounting Department

1. Contact List
2. General Ledger Account Code Structure
3. Budget/Expenditure Transfers
4. Fixed Assets
5. Travel & Conference
6. Mileage Reimbursements

1. District Office Finance/Accounting Department – Contact List

Accounting

| | | |
|----------------|-------|--|
| Ron Walls | x5922 | General Fund, Special Rev, Capital Projects, Budget |
| Cindy Chang | x5924 | Grants and restricted programs, Expenditure Transfers |
| Kelley Benzler | x5942 | Capital Assets, Moveable Inventory Listing, Voluntary Payroll Deductions |

Accounts Receivable

| | | |
|-----------------------|-------|---|
| Cecelia Montoya-Gomez | x5923 | Cash Receipts, County Treasury Deposits, Bank Reconciliations, Accounts Receivables |
|-----------------------|-------|---|

Accounts Payable

| | | |
|-------------------------|-------|---|
| Susan Dana | x5921 | Dept. Lead, Construction Payments, Sales Tax, Vendors S-Z |
| Elvira Narravo-Arellano | X5912 | Travel & Conference Reimbursement, Mileage, Vendors I-R |
| Michelle Martin | x5927 | Vendors A-H |

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

The following link takes you to the District's Intranet Site where you have access to various departmental policies and forms.

[SCCCD Intranet](#)

2. Datatel General Ledger Account Structure

There are five components to the GL account number (with a delimiter “ – ” between each component).

When using account number lookup within Datatel, you must use an underscore “ _ ” instead of the dash “ – ”.

ACCOUNT NUMBER STRUCTURE

| | | | | | | | | |
|-------------|----------|------------|----------|---------------------|----------|----------------------------|----------|-----------------------|
| 1 1 | - | 1 0 | - | 1 2 1 0 0 0 | - | 9 5 2 6 0 | - | X X 0 |
| FD GP | | LC GP | | SERV DIV DEPT | | GL.C MAJ OBJ MIN OBJ | | MAJ SRC MIN.SRC |
| FUND | | LOC | | UNIT | | OBJECT | | SOURCE |

Fund (2 Digits)

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

General Fund-Unrestricted (Fund 11) – Is the Operating fund that we receive from the State for general operating expenditures (such as salaries, benefits, supplies, travel etc.).

General Fund-Restricted (Fund 12) – Is the Categorical fund that we receive from Federal and State sources, such as DSP&S, or EOP&S.

Location (2 digits)

Identifies the LOCATION within the District:

- 10 District Office
- 20 Fresno City College
- 30 Reedley College
- 40 Madera Center
- 46 Oakhurst Center
- 50 Clovis Community College Center

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 and 4 is Business & Admin Services).

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 70,000 account code strings.

The Chart of Accounts can be accessed on the SCCCDC intranet by clicking on the specific component you wish to view:

[Business Office Home Page](#)

BUDGET TRANSFER PROCEDURES

The Transfer form is located at: <http://intranetforms.scccd.net/TransferForm/form.asp>

- A. 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 Allocated 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 Allocated Budget for the selected GL account number(s).

- B. 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.
- C. Budget Transfers should be made using WHOLE DOLLARS only, please do NOT include cents.
- D. Budget Transfers are only made within the SAME Fund. For example, you can NOT transfer from Fund 11 (GENERAL FUND) to Fund 41 (CAPITAL PROJECTS FUND). Transfers between FUNDS should be handled on a Requisition to generate a warrant.
- E. 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.
- F. Transfers between Account Numbers with different SOURCE CODES should be handled as EXPENDITURE TRANSFERS. For example, you can NOT transfer Budget between XX0 and LT0.
- G. Budget Transfers should be sent to the CAMPUS BUSINESS OFFICE for approval. The CAMPUS BUSINESS OFFICE will forward the Budget Transfers to the DISTRICT OFFICE.
- H. The DISTRICT OFFICE will enter the Budget Transfers into the system and a copy will be returned to the CAMPUS BUSINESS OFFICE.
- I. 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 at: <http://intranetforms.scccd.net/TransferForm/form.asp>

- A. 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 Requisition Number or Purchase Order Number of the expenditure being transferred should be included on the transfer form.
 - a. 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.
 - b. 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.
 - c. 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 only made within the SAME Fund. For example, you can NOT transfer from Fund 11 (GENERAL FUND) to Fund 41 (CAPITAL PROJECTS FUND). Transfers between FUNDS should be handled on a Requisition to generate a warrant. The exception to this rule is that Expenditure Transfers ARE allowed between FUND 11 and FUND 12.
- E. Expenditure Transfers should NOT attempt to change the character of the original charge. For example, an Expenditure Transfer from 11-10-851500-92310-XX0 to 11-10-852000-95310-XX0 is NOT acceptable because the initial expenditure was to payroll. An acceptable transfer would be from 11-10-851500-92310-XX0 to 11-10-852000-92310-XX0. 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 from 11-10-851500-94410-XX0 to 11-10-851500-94310-XX0 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 BUSINESS OFFICE for approval. The CAMPUS BUSINESS OFFICE will forward the Expenditure Transfers to the DISTRICT OFFICE.
- G. The DISTRICT OFFICE will enter the Expenditure Transfers into the system and a copy will be returned to the CAMPUS BUSINESS OFFICE.

4. 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 Intranet Site under the Purchasing Department forms section at <http://intranet.scccd.net/Purchasing/>

Equipment Acquisition is the form used whenever you purchase or acquire an asset other than by a transfer. Typically a Requisition is issued and converted to a Purchase Order. When you receive your copy of the Purchase Order you will also receive Asset Tag number(s). These number(s) are self-adhesive tags that need to be affixed to the asset as soon as you receive the asset. These tags serve two purposes. Once affixed to the asset, they identify the asset as belonging to State Center Community College District and secondly they help us track and monitor the asset. This Asset tag number is also utilized when you complete your equipment acquisition form. You will need to gather several pieces of information to complete this form: Asset Tag Number, Asset Type, brief description of the asset, manufacturer of the asset, model number of the asset, serial number of the assets, P.O. Number, date asset received, Grant Program (if applicable), site, building number and room number where the asset is located. Some of this information is easily obtained from your requisition/purchase order. However, some data will require you to use a chart to determine the appropriate response. The Legend tab is set up for that purpose. Please open this attachment, print it out, and review it prior to completing your forms. Site, building number, and asset type are specific data that you will need from the Legend.

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. When this occurs, 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. Moreover, if a theft or vandalism should occur, we can use our inventory to determine what fixed assets are missing or were destroyed.

All completed forms must be emailed to asset@scccd.edu or kelley.benzler@scccd.edu

To help you determine if the item you purchased is a fixed asset and needs to be reported, the basic criteria is that the item cost \$1,000 or more and is not consumed or used up in one year. Installation, taxes, shipping, and freight can be included to the initial cost of the item to see if it meets the financial criteria. The cost field on the form can be left blank as District Office staff will need to review actual

expenditures to determine the final cost of the item. It should be noted that the \$1,000 threshold is for a single item or unit of a system. For instance when you typically purchase a computer it comes with a monitor, keyboard, and tower that contains the CPU. This is one complete unit and the cost of this computer unit as a whole is used to determine if it is a fixed asset. However if you buy 10 chairs that in total costs \$1,050 it is not a fixed asset because each chair has a value of \$105. The Purchasing Department will help to review the purchases made to determine if they qualify as a fixed asset. If you feel that an item needs an asset tag and needs to be reported, please contact the Purchasing Department and discuss your concerns in detail.

If you lose your original tags please notify the Purchasing Department. They will record the lost tag numbers and issue you new ones. Should you have any questions please feel free to contact Kelley Benzler (x5929) in the District Accounting Department.

5. 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 15 working days before departure. Air travel must be purchased well in advance of travel dates to receive best available rates, exceptions to be approved in advance by administration. 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.

The Travel & Conference forms are available through your campus/site business office and/or division offices.

Conference Registration

Completed requisition and signed, pre-approved travel and conference form must be received in District Office Purchasing Department two weeks prior to date of conference. Conference purchase orders or checks will be mailed to the conference sponsor unless otherwise indicated on the requisition.

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 or motel. Co-workers attending the same conference, and of the same gender, are encouraged to share a room and reimbursement will be made at double occupancy rate. Lodging for spouses and significant others will not be reimbursed. Original itemized receipts for lodging expenditures are required. (Personal credit card receipts are not accepted.) The lodging receipt must show a zero balance, indicating payment has been made.

Lodging may be prepaid upon receipt of a completed requisition including the hotel name and address, day rate, tax rate (if room waiver is not accepted), and confirmation number and a signed copy of the travel and conference form. The completed requisition must be received in District Office Purchasing Department two weeks prior to the date of travel. Lodging checks will be mailed to the hotel unless otherwise indicated on the requisition. Original itemized lodging receipts are required for reimbursement. Reimbursement will be made for lodging and taxes (see room tax waiver) only. Other incidentals, such as in-room movies, etc., relating to room expenses do not qualify for reimbursement.

Meals

Meal reimbursements shall be limited to actual costs (receipts encouraged) at the following maximum daily rates, whichever is less:

Breakfast: \$7.00

Lunch: \$9.00

Dinner: \$19.00

Any exceptions to the meal allowances must be approved by the Chancellor or his/her designee. Alcohol is not a reimbursable expense.

Fractional Day - Trip of less than 24 hours

- Trip must begin at or before 6 am and end at or after 9 am in order to claim breakfast.
- Trip must begin at or before 11 am and end at or after 2 pm in order to claim lunch.
- Trip must begin at or before 4 pm and end at or after 7 pm in order to claim dinner.

First Day: Trip of more than 24 hours:

- Trip begins at or before 6 am: may claim breakfast
- Trip begins at or before 11 am: may claim lunch
- Trip begins at or before 5 pm: may claim dinner

Fractional Day - After 24 hours of travel:

- Trip ends at or after 8 am: may claim breakfast
- Trip ends at or after 2 pm: may claim lunch
- Trip ends at or after 7 pm: may claim dinner

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, or hotel (e.g. continental breakfast) and conference fees, or otherwise provided may not be claimed for reimbursement.

If the trip begins or ends outside of the established work hours, travel status will begin or end when the employee departs from or returns to their place of residence.

If the trip begins or ends during established work hours, travel status will begin or end when the employee departs from or returns to their place of employment.

Other Travel Allowances

While traveling on official District business, the following expenses are also reimbursable at actual cost:

- Necessary taxicab, airport shuttles, train or bus fares (receipts required).
- Registration Fees (receipt required).
- Parking Fees (receipt required).
- Telephone and fax charges in connection with District business (receipt required).
- Pre-approved Rental Car Charges (receipt required).
- Property & Liability Insurance should be taken.
- Toll Bridge or Load Charge (receipt encouraged).
- District related Internet access charges.

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. Maximum discounts are achieved by making airline reservations in advance of travel. Please work with the travel agent to obtain the maximum discount.

Air Travel

Reservations and 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 unless otherwise specifically authorized.

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 form upon submittal for reimbursement.

Unless travel restrictions prohibit, attendees traveling by airline to conferences ending prior to 2:00 pm are expected to return home from the conference the same day. Lodging accommodations will not be paid for attendees when the conference ends prior to 2:00 pm.

Travel by Private Vehicle

- Use of District fleet vehicle is encouraged.
- Authorized travel will be reimbursed at IRS per mile rate in place at the time of the travel.
- The cost of authorized travel will not exceed the cost of the air coach fare from Fresno to the destination.
- Whenever possible, car-pooling is encouraged. In such cases, only the employee whose automobile is used shall claim reimbursement.

- All individuals prior to using their private vehicles for District business need to complete the "Authorization for Use of Private Vehicle for School Transportation" form.

Upon Return from Travel

Travel reimbursement claims must be submitted to District Accounting Office within ten days upon return from travel. One copy of the conference schedule or brochure and original receipts for all expenses are required for full reimbursement. Employees are encouraged to 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 penalized.

Reimbursement for gratuities other than for meals is not allowed. Gratuities for meals are limited to 15% unless the gratuity and the meal exceed the maximum meal rate. In those instances, the District will reimburse an employee only up to the maximum meal rate.

Administrative Regulation 7400 for Travel Policy on SCCCD Website:

[AR 7400 - Travel Policy](#)

6. 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 rate and reimbursement calculations methodology).

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.

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. The mileage forms needs to be signed by the employee and their supervisor prior to submitting it for reimbursement. The district uses MAP QUEST (www.mapquest.com) as the standard for documenting the mileage distances.

Examples of appropriate mileage reimbursement calculations:

Example 1:

District employee who first reports to their assigned office or work station 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 Willow International and then drives home from Willow International. 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 Willow International (12 miles) plus Willow International to Home (1 mile) less daily round trip commute (22 miles) equals (2) reimbursable miles.

Example 3:

District employee works at the Madera Center and their work schedule takes them from the Madera Center to another campus/business location and then they drive home. Employee lives in Clovis and their daily round trip commute is 40 miles. The reimbursement for district related business mileage is calculated as follows: Home to Madera Center (20 miles) plus Madera Center to campus/business location #1 (21 miles) plus campus/business location #1 to home (5 miles) less daily round trip commute (40 miles) equals (6) reimbursable miles.

Example 4:

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).

Example 5:

District employee's assigned work office is the Willow International Center. Employee lives in Oakhurst and their daily round trip commute is 80 miles. The employee's job duties allow them to travel directly to local businesses to meet with students and their work experience employers. After making several stops at various businesses throughout the day, Employee travels directly back to their home. The reimbursement for district related business mileage is calculated as follows: Home to Business #1 (45 miles) plus Business #1 to Business #2 (8 miles) plus Business #2 to Business #3 (12 miles) plus Business #3 to Business #4 (6 miles) plus Business #4 to home (38 miles) less daily round trip commute (80 miles) equals (29) reimbursable miles.

Example 6:

District employee's assigned work office is Fresno City College. Employee lives in Madera and their round trip commute is 30 miles. Employee's job duties takes them from home to Northeast Fresno as their first work stop then they drive to FCC and lastly they return home. The reimbursement for district related business mileage is calculated as follows: Home to Northeast Fresno (10 miles) plus Northeast Fresno to FCC (5 miles) plus FCC to home (15 miles) less daily round trip commute (30 miles) equals no reimbursable miles (normal commute miles equals total miles driven).

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.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 6:

PAYROLL

Payroll Department

1. Payroll Department – Contact List
2. Distribution of Payroll Checks
 - a. Electronic Deposit (EPD)
3. Payroll Submission Calendar
4. Web Advisor – Accessing your employee information
5. Holidays
6. Absence forms
7. Sign In sheets
8. Timesheet/Overtime
9. Retirement plans
10. Tax Withholding
11. Voluntary Deductions

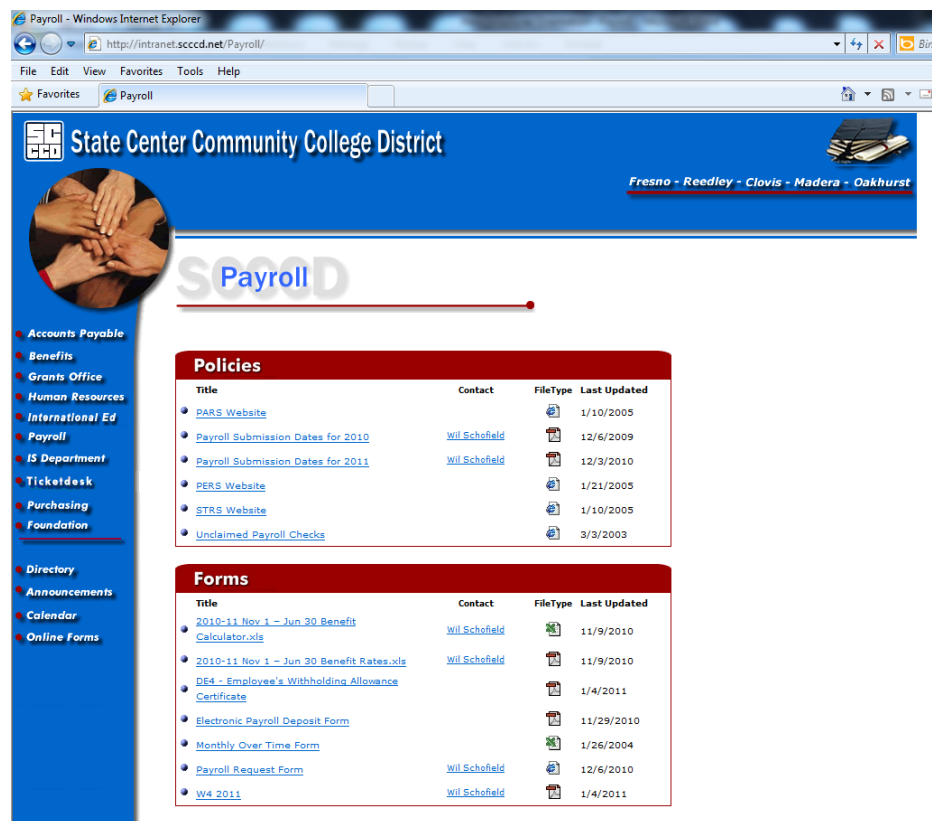
1. Payroll Department – Contact List

| | | |
|-----------------|-------|---|
| Kelli Hutchison | x5930 | Dept. Lead, Supplemental payroll, Retirement |
| Sage Vindiola | x5934 | Permanent employee payroll, taxes, W2's |
| Saprina Abraham | x5931 | Student/part time classified employees, garnishments |
| Liz Brase | x5932 | Absences, check distribution, employment verification |
| Kelley Benzler | x5942 | Voluntary Payroll Deductions |

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

The following link takes you to the District's Payroll Intranet Site where you have access to various departmental policies and forms.

[SCCSD Intranet - Payroll Department](#)



The screenshot shows the SCCSD Payroll Intranet Site in a Windows Internet Explorer browser. The page has a blue header with the SCCSD logo and the text "State Center Community College District" and "Fresno - Reedley - Clovis - Madera - Oakhurst". Below the header is a navigation menu on the left with links to Accounts Payable, Benefits, Grants Office, Human Resources, International Ed, Payroll, IS Department, Ticketdesk, Purchasing, Foundation, Directory, Announcements, Calendar, and Online Forms. The main content area is divided into two sections: "Policies" and "Forms".

| Title | Contact | FileType | Last Updated |
|---|-------------------------------|----------|--------------|
| PARS Website | | | 1/10/2005 |
| Payroll Submission Dates for 2010 | Wil Schofield | | 12/6/2009 |
| Payroll Submission Dates for 2011 | Wil Schofield | | 12/3/2010 |
| PERS Website | | | 1/21/2005 |
| STRS Website | | | 1/10/2005 |
| Unclaimed Payroll Checks | | | 3/3/2003 |

| Title | Contact | FileType | Last Updated |
|--|-------------------------------|----------|--------------|
| 2010-11 Nov 1 - Jun 30 Benefit Calculator.xls | Wil Schofield | | 11/9/2010 |
| 2010-11 Nov 1 - Jun 30 Benefit Rates.xls | Wil Schofield | | 11/9/2010 |
| DE4 - Employee's Withholding Allowance Certificate | | | 1/4/2011 |
| Electronic Payroll Deposit Form | | | 11/29/2010 |
| Monthly Over Time Form | | | 1/26/2004 |
| Payroll Request Form | Wil Schofield | | 12/6/2010 |
| W4 2011 | Wil Schofield | | 1/4/2011 |

2. Distribution of Payroll Checks

The District's payroll is separated into two pay cycles, M1 and 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 10th of the month or the last working day prior to the 10th if it falls on a weekend or holiday.

Payroll checks are distributed to the Business Offices on campus and checks are available for pick up by employees on payday. A photo ID is required. The payroll issue dates can be found on the Payroll Department's Intranet Site by selecting the current payroll submission calendar (see item #3 below).

All unclaimed paychecks not picked up after three weeks are mailed. It is the employee's responsibility to keep your mailing address current, which can be updated using WebAdvisor under the Employee tab. 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 District also offers the option of Electronic Deposit to all Employees. Visit the Payroll Department's Intranet Site at [SCCCD Intranet - Payroll Department](#) for the Payroll Disposition – Electronic Deposit form or for a listing of Frequently Asked Questions (F.A.Q.)

3. Payroll Submission Calendar

In order for employees and students to be paid timely and correctly, payroll related paperwork must be RECEIVED in the appropriate District Office departments by the appropriate date. Visit the Payroll Department's Intranet Site for the current payroll submission calendar at [SCCCD Intranet - Payroll Department](#).

Payroll Paperwork: Payroll documents include, but are not limited to MAGIC 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 he/she has terminated employment.

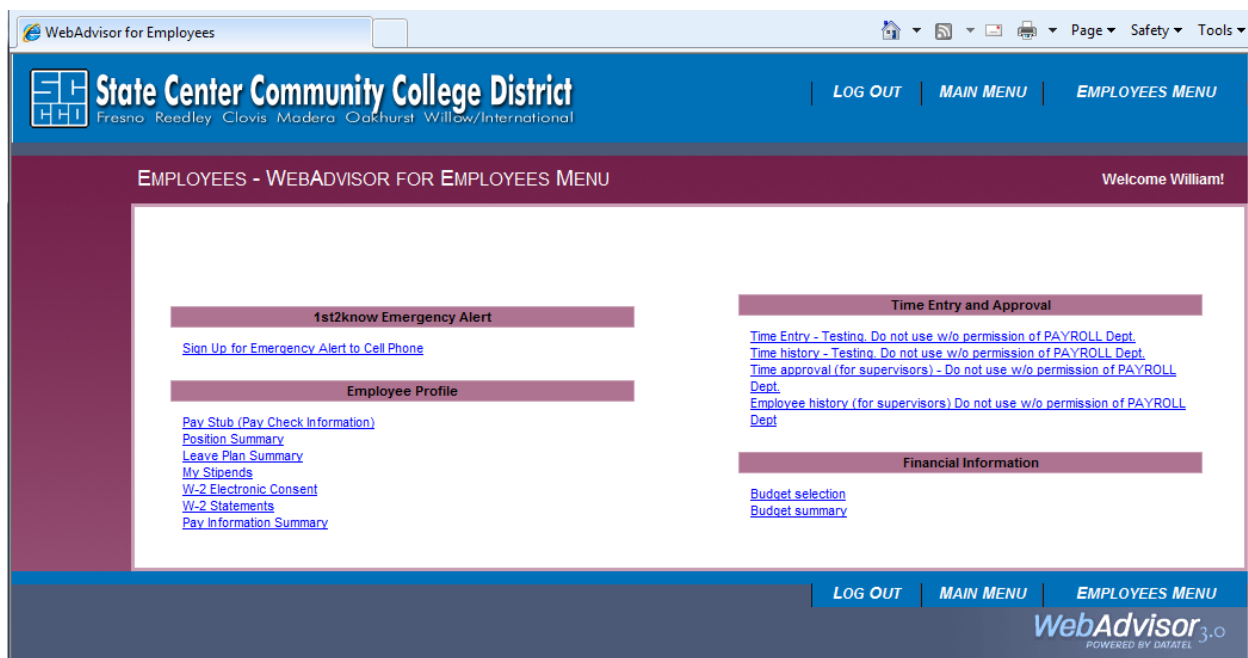
4. Web Advisor – Accessing your employee information

In an attempt to move toward being a more “green” operation, the District is providing employee data electronically where available. If you have chosen electronic payroll deposit, a paper pay stub will not be printed for you each month. By utilizing the District’s Web Advisor System, you will be able to access information related to your earnings history, position summary, pay information (including step & grade), vacation and sick leave balances, and your W-2 statements.

Detailed step by step instructions for logging into the Web Advisor system are available on the District’s Intranet under the Payroll Department policies section at [SCCCD Intranet - Payroll Department](#).

You can access the District Web Advisor site by selecting the Web Advisor link from the District’s or any Campus home page or by clicking on the following link:

<http://webadvisor.sccd.edu>



5. Holidays

The District Office and College Campuses are closed on the following 15 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
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day through December 31st

Probationary employees are not eligible to receive pay for negotiated holidays and may not be eligible for In Lieu holidays. In lieu holidays per California Education Code Sections 88205, 88205.5 are Veterans Day and Admission Day. For non-instructional employees, please refer to the CSEA bargaining agreement, article 20, for more information.

You can access the board approved holiday and instructional calendars on the District's Intranet Site under Calendar.

6. Absence Forms

- Employees 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 Classified Personal Necessity Leave, 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 Web Advisor.


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:

Classified employees: the number of work hours missed.

- The period and hours missed must match with Sign-in-Sheet (See instruction on Sign-in-Sheet also).

| STATE CENTER COMMUNITY COLLEGE DISTRICT | | | | CLASSIFIED ABSENCE FORM | |
|--|--|---|--|---------------------------|--|
| NAME (Print) <u>Smith</u> <u>John</u> <u>K</u> | | <u>FCC</u> | | ID NO. <u>0111111</u> | |
| LAST FIRST MIDDLE INITIAL | | CAMPUS OR WORK LOCATION | | | |
| PERIOD OF ABSENCE | | | | FOR A TOTAL OF | |
| <u>4 / 3 / 11</u> <u>8 : 00</u> <u>am</u> <u>pm</u> THROUGH <u>4 / 3 / 11</u> <u>1 : 00</u> <u>am</u> <u>pm</u> | | | | <u>5</u> | |
| DATE TIME | | DATE TIME | | NUMBER OF WORKHOURS | |
| I AM REQUESTING / REPORTING MY ABSENCE FOR THE FOLLOWING REASON (Mark only one) | | | | | |
| <input checked="" type="checkbox"/> VACATION | | | <input type="checkbox"/> TIME OFF WITHOUT PAY (not to exceed a total of ten days per fiscal year) | | |
| <input type="checkbox"/> SICK LEAVE (non-job related injury or illness) | | | <input type="checkbox"/> COMP TIME TAKEN | | |
| <input type="checkbox"/> MATERNITY LEAVE (contact Campus Business Office and District Benefits Office) | | | <input type="checkbox"/> MILITARY LEAVE (attach copy of military orders) | | |
| <input type="checkbox"/> WORKERS COMP (on-the-job injury) | | | <input type="checkbox"/> JURY DUTY/COURT SUMMONS (attach copy of court summons) | | |
| <input type="checkbox"/> CSEA RELEASE TIME | | | <input type="checkbox"/> PERSONAL NECESSITY LEAVE | | |
| <input type="checkbox"/> BEREAVEMENT LEAVE _____ (state relationship of deceased) | | | Article _____ | | |
| SIGNATURE OF EMPLOYEE _____ | |  | | DATE _____ | |
| SIGNATURE OF SUPERVISOR _____ | | | | DATE _____ | |
| <i>It is important that bargaining unit members become well informed concerning leave provision of the agreement between the District and CSEA before using this form.</i> | | | | | |
| PLEASE USE BLACK OR BLUE INK ONLY | | | | | |
| White-District Payroll | | Canary-College Administration | | Pink-Employee | |
| | | | | Goldenrod-Dean or Manager | |
| Form: P7, REV 10/08 | | | | | |

Academic employees: % of the day missed (Contact the Division office for the calculation).

| State Center Community College District Academic Absence Form | | | | <input checked="" type="checkbox"/> Regular - Sch A/Management <input type="checkbox"/> Adjunct/Overload - Sch C |
|--|--|---|----------------------------|---|
| NAME (Print) <u>Smith</u> <u>Mary</u> <u>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. XIVa 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 Certificated5-09 (PLEASE USE BLACK OR BLUE INK ONLY) | | | | |
| White — District Payroll Canary — College Administration Pink— Employee Goldenrod — Dean | | | | |

7. Sign-in-Sheets – (Full Time Classified Employees Only)

- All full time classified (non-management) employees are required to sign in every day.
- Sign-in-Sheets are sent to each department on a monthly basis.
- Sign-in-sheets should accurately reflect your work schedule and absences.
- The top section is to report your work schedule and the section below it is to report your absences.
- Sign in sheets are verified against absence forms on a monthly basis by Administrative Services at each campus and/or by the department.
- Any discrepancies will be brought to the employee and supervisor's attention.
- After completion of all the dates, each employee is required to sign below their printed name. By signing their name each employee is attesting that they have completed the sign-in sheet to the best of their knowledge.
- No overtime shall be recorded on the sign-in sheet. Overtime will either be submitted for pay or for compensatory time accrual using the proper forms.

Example:

| COLLEGE OR DEPT. FCC VACATIONS | | STATE CENTER COMMUNITY COLLEGE DISTRICT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | CERTIFIED BY | | | | | | |
|--|--|---|---|---|------|------|------|------|------|---|----|----|----|------|------|------|------|------|----|----|------|------|------|------|----|----|----|----|----|----|----|----|--------------|-------|-------|--|--|--|--|
| NAME | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | DAYS | HOURS | TOTAL | | | | |
| | | 12/01/2007-12/31/2007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Australia, Sydney | | | | | 8 | 8 | 8 | 8 | 8 | | | | | 10 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | | | | | | | | | | | | | | | |
| England, London | | | | | 10 | 10 | 10 | 10 | 8 | | | | | 10 | 10 | 10 | 10 | 8 | | | 10 | 10 | 10 | 10 | 8 | | | | | | | | | | | | | | |
| France, Paris | | | | | 8 | 8 | 8 | 8 | 8 | | | | | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | | | | | | | | | | | | | | | |
| Italy, Venice | | | | | 7 | 7 | 7 | 7 | 7 | | | | | 7 | 7 | 7 | 7 | 7 | | | 7 | 7 | 7 | 7 | | | | | | | | | | | | | | | |
| Spain, Barcelona | | | | | 7:30 | 7:30 | 7:30 | 7:30 | 7:30 | | | | | 7:30 | 7:30 | 7:30 | 7:30 | 7:30 | | | 7:30 | 7:30 | 7:30 | 7:30 | | | | | | | | | | | | | | | |
| BL=Bereavement Leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CT=Comp Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JD=Jury Duty | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PN=Personal Necessity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S,SL=Sick Leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V=Vacation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PLEASE REPORT ABSENCES ON THE LINE BELOW YOUR NAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

8. Timesheets

Permanent Part-Time, Seasonal and Flexible, Provisional, and Student hourly employees are required to fill out a timesheet each month. 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. Overtime and Comp Time timesheets are also available through your campus Administrative Services Office.

| Fresno City College Student Aide Timesheet May 2011 | | | | | | | | | | | | | | | |
|---|-------|------|-------------|-----------|------|-------------|------|------|-------------|------|------|-------------|------|---------------|-------|
| Dean/Supervisor _____ | | | | | | | | | | | | | | | |
| 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 |
| N | 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 _____

9. Retirement Programs

California State Teachers' Retirement System

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. 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
1-800-228-5463
Website: www.calstrs.ca.gov

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). 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
Website: www.calpers.ca.gov

Local Office – Fresno Regional Office
10 River Park Place East, Suite 230
Fresno, Ca 93720
FAX (559-440-4901

Public Agency Retirement System (PARS)

Permanent part-time classified employees 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. 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
Website: www.pars.org

10. Payroll Tax Withholding

All new employees must fill out an IRS form W-4, Employee's Withholding Allowance Certificate to designate the appropriate income tax withholding. The allowances claimed on this form will be used for both federal and state tax withholding. However, if you wish to have a different number of allowances for state income tax withholding, you will need to fill out an EDD form DE 4.

These forms stay in effect until a new form is submitted unless you file exempt status, in which you must complete a new W4 every year before February 15th. 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 - 0. The forms are available on the District's intranet website under Payroll or can be acquired directly from the IRS and EDD websites.

IRS Form W-4 available at: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

EDD Form DE-4 available at: http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf

11. Voluntary Payroll Deductions

The District offers to both full-time and part-time employees the opportunity to make voluntary monthly payroll deductions to a variety of accounts. Voluntary payroll deductions range from supplemental insurance policies to on-going contributions to SCCC Foundation accounts or outside organizations such as the United Way. Please refer to the list of available payroll deductions for the current fiscal year, which can be found on the District's intranet website under Benefits and scroll down to Voluntary Payroll Deductions. Lists can be found for Regular Employees and Part-time Faculty Members. You may also contact Kelley Benzler at kelly.benzler@sccd.edu for assistance.

Retirement Savings Plan

For additional retirement savings, the District makes available 403(b) tax-sheltered annuity (TSA) and 457 deferred compensation plans to all employees. Both plans consist of pretax contributions and tax-deferred earnings. Please refer to www.CalSTRS403bComply.com for our 403(b) Plan information, including a list of our approved vendors.

For 457 Plan information, please contact Kelley Benzler at kelly.benzler@sccd.edu for assistance.

Section 125 Plans

A Section 125 Flexible Fringe Benefits Plan is offered to regular employees. This Plan allows employees to direct a part of their pay, on a pre-tax basis, into District contracted accounts that can be used during the year for reimbursement of eligible out-of-pocket expenses. These expenses can include elective insurance premiums, a Dependent Care plan with both child and elder care, and a Medical Reimbursement plan which includes insurance deductibles and co-payments as well as many over-the-counter expenses.

A Section 125 Plan is offered to part-time faculty members (with a 40% + load) for medical and/or dental premiums only with payments forwarded on a pre-tax basis through payroll deductions to the District's contracted provider.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

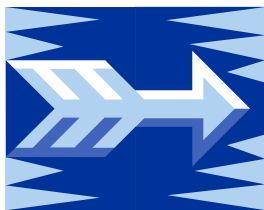
New Employee Orientation

SECTION 7:

PURCHASING

BEING KNOWLEDGEABLE AND UNDERSTANDING OF THE DISTRICT PURCHASING POLICIES AND PROCEDURES CAN BE CHALLENGING. WE HAVE PROVIDED THE PURCHASING “HOW TO” HANDBOOK TO ADMINISTRATORS, FACULTY AND STAFF, AS ONE WAY TO MEET THIS CHALLENGE.

This “How-To” Handbook serves as a quick reference to the staff members responsible for submitting requests for purchases. More detailed guidelines are found in the District’s Purchasing Policies and Procedures Manual. The handbook also contains questions most frequently asked regarding purchasing of equipment, goods and services.



The District follows 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.

The District’s Purchasing and Accounts Payable activities must pass State and Federal audits and other required reviews and therefore must be conducted in an efficient and professional businesslike manner at all times.

First and foremost – *Please plan ahead!!*

Initiate requisitions for new orders at least **45 days** prior to the desired delivery date. Purchasing is here to both help and serve you. It can be easier if we work with each other and follow the rules. As you are aware, there are rules, regulations, public contract and education codes which govern how we purchase. Yes, it does add lag time. But as SCCCD employees, we are all obligated to abide by them and work within the system. It is best to learn the system and respond accordingly.



All about quotes . . .

Whenever practical, competitive quotations from vendors handling the same or similar products will be secured. The Purchasing department may, at its discretion, choose to bid any item.

Supplies & Equipment

\$1 – 1,000 : Quotations may or may not be solicited

\$1,001 – 5,001 : Purchasing will attempt to obtain at least (3) three quotations either in writing or telephone

\$5,001 – 84,099 : Purchasing will attempt to solicit (3) three competitive written quotations

\$84,100 and over: the formal bidding procedure must be implemented

Individual departments may receive price quotes on the items they intend to purchase. If quotes are received by the department, please include a copy with the requisition along with the name and contact info of who provided the quote. Not all of the price quotes attached may not 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 requisition will expedite the processing time in the Purchasing department.



Filling out a requisition

(items to remember)

It is important to check the requisition for completeness:

- all the necessary signatures and approvals have been received
- all required documentation attached to process the order
- **PLEASE INCLUDE THE VENDOR NUMBER**

SAMPLE REQUISITIONS . . .

| REQUISITION | | | | | |
|--|---|------------------------------|---|------------|-----------|
| State Center Community College District | | | | | |
| SCHOOL DO | VENDOR No. 172496 | REQUESTED BY Christy Buck | REQUISITION 14711 | | |
| CLASSIFICATION 11-10-852000-94530-XX0 | APPROVED / BUDGET MANAGER Randy Vogt | DATE 6/23/04 | REQUIRED DATE | | |
| SUGGESTED VENDOR Better Buys for Business 370 Technology Drive, Malvern PA 19355 | | | | | |
| ITEM No. | QUAN. | UNIT | DESCRIPTION | UNIT PRICE | AMOUNT |
| 1 | yr. | | ONE YEAR SUBSCRIPTION TO BETTER BUSINESS COMBO FORMAT, BOTH PRINT AND ELECTRONIC CUSTOMER #80896 - 10 UPDATES | 199.95 | 199.95 |
| PAY IN ADVANCE | | | | | |
| PLEASE SEND TO: RANDALL VOGT STATE CENTER COM. COLLEGE DISTRICT 1525 E. WELDON AVE. FRESNO, CA 93704 | | | | | |
| PURCHASE ORDER No. | | | SPECIAL INSTRUCTIONS | SALES TAX | NO TAX |
| | | | | TOTAL | \$ 199.95 |
| <small>PR-1 7/99 REVISED FCC Printshop</small> <p style="text-align: center;">Note Send only the original to the Business Office. Retain yellow and pink copies at your office.</p> | | | | | |

PAY IN ADVANCE

Requisitions that must be paid in advance should indicate “PAY IN ADVANCE”. Please attach the backup information, indicating the dollar amount, for all subscriptions, memberships, events, travel and conference, etc.

Information for subscription orders must include: “Please send to: (person’s name & campus address).”

For registration and lodging, please submit proper backup including approved travel and conference forms for all employees. Lodging backup must include confirmation number and hotel tax % (if tax waiver not accepted).

SAMPLE REQUISITIONS (CONT.) . . .

BLANKET PURCHASE ORDERS

Information to include, (first sample to the right):

- effective period of time (not exceeding one fiscal year)
- maximum dollar amount per item
- individuals authorized to purchase
- types of goods/services needed

| REQUISITION | | | | | |
|---|------------------------|------------|---|-----------------|---------------|
| State Center Community College District | | | | | |
| SCHOOL | OPER | VENDOR NO. | REQUESTED BY | REQUISITION NO. | 14729 |
| | | 84938 | GLEN POTH | | |
| CLASSIFICATION | 11-10-882000-94425-XX0 | | APPROVED / BUDGET MANAGER | DATE | REQUIRED DATE |
| | | | BRIAN SPEECE | 7/1/04 | |
| SUGGESTED VENDOR | | | P.O. BOX 12224 FRESNO, CA 93777 | | |
| ALERT-O-LITE | | | | | |
| ITEM NO. | QUAN. | UNIT | DESCRIPTION | UNIT PRICE | AMOUNT |
| | | | BLANKET PURCHASE ORDER FOR THE PERIOD OF JULY 1, 2004 THROUGH JUNE 30, 2005 FOR GROUND SUPPLIES, TOOLS, TAPE, SIGNS, BARRICADES LIMIT PER INVOICE: \$300 AUTHORIZED TO PURCHASE: J. AALTO, P. BARENDESE G. POTH, D. HERNANDEZ A. BARELS, R. ESPARZA J. COOLEY, R. STEINER J. LLANOS, T. GOULD R. RANKIN, M. GONZALEZ | | 1000.00 |
| PURCHASE ORDER NO. | | | SPECIAL INSTRUCTIONS | SALES TAX | NO TAX |
| | | | | TOTAL | \$ 1,000.00 |
| PS-1 7/5/04 REVISED FCC Printing | | | | | |
| Note Send only the original to the Business Office. Retain yellow and pink copies at your office. | | | | | |

| REQUISITION | | | | | |
|---|------------------------|------------|---|-----------------|---------------|
| State Center Community College District | | | | | |
| SCHOOL | DO | VENDOR NO. | REQUESTED BY | REQUISITION NO. | 14715 |
| | | 182073 | CHRISTY BUCK | | |
| CLASSIFICATION | 11-10-852000-95525-XX0 | | APPROVED / BUDGET MANAGER | DATE | REQUIRED DATE |
| | | | RANDY VOGT | 6/29/04 | |
| SUGGESTED VENDOR | | | C/O STANTON OFFICE MACHINES 101 WILLIAMS DRIVE RAMSEY, NJ 07446 | | |
| ITEM NO. | QUAN. | UNIT | DESCRIPTION | UNIT PRICE | AMOUNT |
| 1 | | | BLANKET PURCHASE ORDER 7/1/04 - 6/30/05 FOR MINOLTA D1551, INCLUDES LARGE CAPACITY TRAY 36 MONTH COST PER COPY .0149 WITH NO MINIMUMS AND WITH TWO ONE-YEAR OPTIONS TO RENEW PER BID #0102-22 **S/N 31010613** **ID #27533** MACHINE LOCATION: DISTRICT BUSINESS OFFICE AUTHORIZED TO SIGN: R. VOGT C. BUCK D. WILLHITE S. HERNANDEZ-GARZA B. HELMER | 2,500 | 2,500 |
| PURCHASE ORDER NO. | | | SPECIAL INSTRUCTIONS | SALES TAX | NO TAX |
| | | | | TOTAL | \$ 2,500 |
| PS-1 7/5/04 REVISED FCC Printing | | | | | |
| Note Send only the original to the Business Office. Retain yellow and pink copies at your office. | | | | | |

On maintenance/lease agreement requisition, please include the serial number(s) and location of equipment. Sample to the left.

****EQUIPMENT MAY NOT BE PURCHASED ON A BLANKET PURCHASE ORDER****

SAMPLE REQUISITIONS (CONT.) . . .

EMERGENCY PURCHASE ORDERS

Emergencies do arise and emergency purchase orders are available. Please note: failure to plan ahead is not a justification for an emergency or a confirming order.

If a true emergency exists, Purchasing will assign a purchase order number. This number should be placed in the bottom left corner. Also, within the body of the requisition please include the statement “CONFIRMING: DO NOT DUPLICATE”. If you have already received the items, ALWAYS indicate “CONFIRMED AND RECEIVED”.

The requisitions **must be forwarded to Purchasing one week after placing the order**

Emergency
purchase order
numbers **will**
not be given out
for blanket
purchase orders
or any orders
over \$1000.



OTHER MISCELLANEOUS INFO . . .

- If items are to be picked up, please indicate this on the requisition. The white copy (vendor copy) of the purchase order will be sent to you, so you may take it to the vendor.
- Requisitions with split budgets must indicate the percentage charged to each budget (totaling 100%) or a quantity per line. Do not indicate only dollar amounts when there is more than one line item.
- The quoting process may change the vendor on your requisition. Purchasing will change the vendor on a requisition when a quote has been obtained is the same or equivalent product at 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.**
 - ❖ **Please note the District is not liable for payment when this happens.**



GUIDELINES FOR EMPLOYING INDEPENDENT CONTRACT CONSULTANTS . . .

People 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 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 intranet site at:

<http://intranet.scccd.net/purchasing/>





STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 8:

BENEFITS

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OVERVIEW

Am I Eligible to Receive District Benefits? _____

Welcome to SCCCD!! As a new faculty member teaching 60% or greater of a full-time load, or management, confidential or staff member working 20 or more hours per week, you and your eligible dependents may enroll in the District benefit program.

What Benefits Are Offered? _____

Qualified employees and their eligible dependents are provided a generous benefit package which includes medical/prescription, dental, vision, employee assistance program (EAP), and life insurance. Employees and their dependents are required to be enrolled in the same plan and there are currently six medical plans from which to choose:

- ModernCare - Anthem Blue Cross Preferred Provider Organization (PPO)
- Health Net: High Plan - Health Maintenance Organization (HMO)
- Health Net: Low Plan – Prescription Deductible Health Maintenance Organization (DHMO)
- Kaiser High Plan - Health Maintenance Organization (HMO)
- Kaiser Mid Plan – Deductible Health Maintenance Organization (DHMO)
- Kaiser Low Plan Option - Deductible Health Maintenance Organization (DHMO)

When Does Coverage Begin? _____

Benefit coverage for faculty, management, and confidential employees begins on the first of the month following the date of hire for all benefits.

Benefit coverage for classified staff will begin on the first of the month following the date of hire for medical and the employee assistance program. Dental, vision and life insurance will begin following six months of continuous employment from date of hire.

What is the Cost for Benefits? _____

The current monthly payroll deduction cost to enroll you and your eligible dependents may be different based on the plan you select:

| <u>MEDICAL PLAN</u> | <u>MONTHLY EMPLOYEE PAYROLL DEDUCTION (effective 10/01/14)</u> |
|-----------------------------------|---|
| Modern Care (PPO) | \$17.00 |
| Health Net (HMO) High Plan | \$752.61 |
| Health Net (HMO) Low Plan | \$474.57 |
| Kaiser (HMO) High Plan | \$681.82 |
| Kaiser (HMO) Mid Plan | \$235.93 |
| Kaiser (HMO) Low Plan | \$20.00 |

Remember, there is currently no additional cost to enroll eligible family members for any of the benefits or any monthly payroll deduction for the dental and vision plans.

When May I Change Medical Plans/When Is Open Enrollment? _____

Employees have the option to change medical plans during the annual benefit open enrollment held from mid-August through mid-September of each year. Eligible employees may change medical plans, and/or add eligible dependents not previously enrolled during this timeframe, and delete dependents who no longer meet eligibility requirements.

Making Changes to Medical, Dental, and Vision Benefits outside of Open Enrollment _____

It is possible to make a change in benefit 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 or domestic partner's employment
- Unpaid leave of absence taken by employee, spouse, or domestic partner
- Change in employment (either employee, spouse, or domestic partner) from part-time to full-time or full-time to part-time

May Benefits Be Continued If I Leave Employment? _____

If you are the covered employee, you will become a qualified beneficiary and have the right to elect health plan continuation coverage through COBRA if you lose your group health coverage because of a termination of your employment for any reason other than gross misconduct on your part or a reduction in your hours of employment.

May Benefits Be Continued For Dependents Who Become Ineligible? _____

If you are the covered dependent child of an employee, you will become a qualified beneficiary and have the right to elect continuation coverage for yourself if you lose group health coverage because of any of the following reasons*:

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

*Sometimes rights similar to those described above may apply to covered retirees, and their covered spouses, and dependents if Delta Health Systems commences a bankruptcy proceeding under title 11 of the United States code and these individuals lose coverage within one year of or one year after the bankruptcy filing.

Once the plan administrator learns a qualifying event has occurred, the 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 nonCOBRA participants, then the change and or modification will be made to your coverage as well.

How Do I Enroll For Medical/Prescription Benefits?_____

Please log on to <http://retrieve.scccd.edu/employment/enroll.html> and print the enrollment forms for EdCare/ModernCare, Health Net or Kaiser. If you elect EdCare/ModernCare you may use the same form to enroll in dental and vision. If you elect Health Net or Kaiser you will also need to complete the EdCare enrollment form to enroll in dental and vision. Please print and complete the ING/VOYA Life enrollment form. Please complete all appropriate enrollment forms and return them to the District Benefits Office along with your other employment forms.

MODERN CARE (ANTHEM BLUE CROSS PPO) HEALTH PLAN

General Information

Plan Description: Any eligible employee wishing to participate in the SCCCD Health Plan must select a primary care physician contracted with the SCCCD Health Plan. All care must be medically necessary as determined by the SCCCD Health 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 SCCCD Health Plan and/or the medical group before proceeding.

Dependent Eligibility: An employee's child/dependent may remain on the Modern Care PPO plan until age 26.

| MODERN CARE | | |
|--|---|--|
| EFFECTIVE 10/1/14 | | |
| BENEFITS | In-Network | Out-of-Network |
| LIFETIME MAXIMUM | UNLIMITED FOR ESSENTIAL HEALTH CARE | |
| CALENDAR YEAR DEDUCTIBLE | INDIV - \$250 FAMILY - \$750 (3 MEMBER MAX) | INDIV - \$3,000 FAMILY - \$9,000 (3 MEMBER MAX) |
| *SUBJECT TO DEDUCTIBLE | | |
| COINSURANCE | 90% | 50% |
| ANNUAL OUT-OF-POCKET MAXIMUM | INDIV- \$2,000 FAMILY- \$6,000 (INCLUDES DEDUC, COPAYS AND COINSURANCE) | INDIV- \$10,000 FAMILY - NO MAX (DOES NOT INCLUDE DEDUC, COPAYS AND COINSURANCE) |
| OFFICE VISIT | \$30 CO-PAY/VISIT. | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| CHIROPRACTIC | \$30 CO-PAY/VISIT; 90% COINSURANCE. UP TO \$500 CALENDAR YEAR MAXIMUM *SUBJECT TO DEDUCTIBLE | COVERED UP TO \$15 PER VISIT; UP TO \$500 CALENDAR YEAR MAXIMUM. *SUBJECT TO DEDUCTIBLE |
| WELL BABY CARE | PAID IN FULL | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| PHYSICAL EXAMS | PAID IN FULL | NOT COVERED. |
| HOSPITAL INPATIENT BENEFITS | \$250 PER DAY CO-PAY (MAX \$750) PER ADMISSION; 90% COINSURANCE *SUBJECT TO DEDUCTIBLE | \$250 PER DAY CO-PAY (MAX \$750) PER ADMISSION; 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| HOSPITAL OUTPATIENT SURGERY | \$150 CO-PAY AT AMBULATORY SURGICAL CENTER; \$200 CO-PAY AT A FACILITY(HOSPITAL). 90% COINSURANCE *SUBJECT TO DEDUCTIBLE | \$150 CO-PAY AT AMBULATORY SURGICAL CENTER; \$200 CO-PAY AT A FACILITY(HOSPITAL). 50% COINSURANCE *SUBJECT TO DEDUCTIBLE |
| EMERGENCY ROOM | \$150 CO-PAY/VISIT; WAIVED IF ADMITTED DIRECTLY TO THE HOSPITAL. 90% COINSURANCE *SUBJECT TO DEDUCTIBLE | \$150 CO-PAY/VISIT; WAIVED IF ADMITTED DIRECTLY TO THE HOSPITAL; 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| URGENT CARE | \$50 CO-PAY /VISIT. 90% COINSURANCE *SUBJECT TO DEDUCTIBLE | \$50 CO-PAY /VISIT. 50% COINSURANCE *SUBJECT TO DEDUCTIBLE |
| SKILLED NURSING FACILITY | 90% COINSURANCE FOR SEMI-PRIVATE ROOM. LIMITS. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE FOR SEMI-PRIVATE ROOM. LIMITS. *SUBJECT TO DEDUCTIBLE |
| HOME HEALTH CARE | 90% COINSURANCE. LIMITS. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE. LIMITS. *SUBJECT TO DEDUCTIBLE |
| LOCAL GROUND OR AIR AMBULANCE | 90% COINSURANCE *SUBJECT TO DEDUCTIBLE | \$150 COPAY/OCCURRENCE. 50% COINSURANCE. LIMITS, UNLESS TRUE EMERGENCY THEN PAID AT PPO BENEFIT *SUBJECT TO DEDUCTIBLE |
| SURGEON & ASSISTANT SURGEON | 90% COINSURANCE. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| ANESTHESIOLOGIST | 90% COINSURANCE. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| INPATIENT PHYSICIAN CONSULTATIONS | 90% COINSURANCE. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |
| RADIATION THERAPY | 90% COINSURANCE. *SUBJECT TO DEDUCTIBLE | 50% COINSURANCE. *SUBJECT TO DEDUCTIBLE |

| BENEFITS | In-Network | Out-of-Network |
|--|---|---|
| PHYSICIAN HOSPITAL & SKILLED NURSING FACILITY VISITS | 90% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> | 50% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> |
| DIAGNOSTIC LAB AND X-RAY | \$30 COPAY OR \$50 FOR COMPLEX. 90% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> | \$30 COPAY OR \$50 FOR COMPLEX. 50% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> |
| DURABLE MEDICAL EQUIPMENT | 90% COINSURANCE. ORTHOTIC DEVICES NOT COVERED. <i>*SUBJECT TO DEDUCTIBLE</i> | 50% COINSURANCE. ORTHOTIC DEVICES NOT COVERED. <i>*SUBJECT TO DEDUCTIBLE</i> |
| MATERNITY (EMPLOYEE & SPOUSE) | COVERED AS ANY OTHER ILLNESS. <i>*SUBJECT TO DEDUCTIBLE</i> | COVERED AS ANY OTHER ILLNESS. <i>*SUBJECT TO DEDUCTIBLE</i> |
| MENTAL/NERVOUS : OUTPATIENT | \$30 CO-PAY /VISIT. | 50% COINSURANCE <i>*SUBJECT TO DEDUCTIBLE</i> |
| MENTAL/NERVOUS: INPATIENT | \$250 CO-PAY PER DAY (MAX \$750) 90% COINSURANCE <i>*SUBJECT TO DEDUCTIBLE</i> | \$250 COPAY PER DAY (MAX \$750) 50% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> |
| ALCOHOLISM AND SUBSTANCE ABUSE: OUTPATIENT | \$30 CO-PAY /VISIT | 50% COINSURANCE <i>*SUBJECT TO DEDUCTIBLE</i> |
| ALCOHOLISM AND SUBSTANCE ABUSE: INPATIENT | \$250 CO-PAY PER DAY (MAX \$750) 90% COINSURANCE <i>*SUBJECT TO DEDUCTIBLE</i> | \$250 COPAY PER DAY (MAX \$750) 50% COINSURANCE. <i>*SUBJECT TO DEDUCTIBLE</i> |
| PRESCRIPTION DRUGS | <u>RETAIL</u> : \$10 GENERIC /\$40 BRAND NAME /\$70 BRAND NAME WHEN GENERIC IS AVAILABLE; 34 DAY SUPPLY. <u>MAIL ORDER</u> : MANDATORY MAIL ORDER FOR MAINTENANCE DRUGS AFTER TWO FILLS AT THE RETAIL PHARMACY; MAIL ORDER \$20/\$80/\$140; 90 DAY SUPPLY. <u>SPECIALTY DRUGS</u> : \$100 RETAIL AND \$200 MAIL ORDER | COVERAGE IS LIMITED FOR DRUGS PURCHASED OUTSIDE OF THE DRUG CARD PROGRAM. A COVERED PERSON MUST SUBMIT A COPY OF THE PAID DRUG RECEIPT, ALONG WITH A PHOTOCOPY OF HIS PRESCRIPTION ID CARD, TO THE DRUG CARD VENDOR. HE WILL BE REIMBURSED THE CONTRACT PRICE OF THE DRUG, LESS THE CO-PAY REQUIREMENT AND OTHER APPROPRIATE CHARGES. |

- **MENTAL HEALTH AND SUBSTANCE ABUSE BENEFIT PROVIDED BY HALCYON BEHAVIORAL.**
- **CHIROPRACTIC BENEFIT PROVIDED BY CHIROMETRICS.**
- **BLUE CROSS PRUDENT BUYER NETWORK FOR CALIFORNIA PROVIDERS ONLY.**
- **IPM IS THE PRESCRIPTION DRUG VENDOR.**

THIS IS AN OUTLINE OF BENEFITS ONLY. SEE BOOKLET FOR DETAILS.
ELIGIBLE EXPENSES WILL BE COVERED AT USUAL, CUSTOMARY AND REASONABLE FEES UNLESS OTHERWISE STATED.

HEALTH NET HEALTH MAINTENANCE ORGANIZATION (HMO)

General Information

Plan Description: **In-Network:** Any employee wishing to participate in the Health Net In-Network benefit must select a primary care physician contracted with the Health Net HMO plan. The primary care physician must refer any visit to a specialist and the specialist must be part of the primary care physicians' medical group. All care must be medically necessary as determined by Health Net and/or the primary care physicians' 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 Health Net and/or the medical group before proceeding.

Out-of Network: It is not required for any employee wishing to utilize Out-of-Network Health Net plan benefits to select a primary care physician. **However, any physician an employee sees must be a member of the Health Net PPO network of physicians.** It is not required to receive a referral from a physician to see a specialist when utilizing Out-of-Network plan benefits. Pre-approval is generally required for most significant medical procedures.

Dependent Eligibility: An employee's child may remain on the Health Net plan until age 26.

| BENEFITS | HIGH - \$752.61 | LOW - \$474.57 |
|--|--|--|
| LIFETIME MAXIMUM | NONE | NONE |
| ANNUAL COPAY MAXIMUM | \$2,000 ONE-PARTY \$4,000 TWO-PARTY \$6,000 FAMILY | \$4,500 ONE-PARTY \$9,000 TWO-PARTY & FAMILY |
| CALENDAR YEAR DEDUCTIBLE | NONE | NONE |
| COINSURANCE | PAID IN FULL EXCEPT COPAYMENTS AS INDICATED | PAID IN FULL EXCEPT COPAYMENTS AS INDICATED |
| PHYSICIAN OFFICE VISIT OPEN ACCESS PHYSICIAN VISIT (PPO) | OFFICE VISIT: \$30 COPAY OFFICE VISIT: \$50 COPAY | OFFICE VISIT: \$40 COPAY OFFICE VISIT: \$60 COPAY |
| CHIROPRACTIC | NOT COVERED | NOT COVERED |
| WELL BABY CARE | NO CHARGE | NO CHARGE |
| PHYSICAL EXAMS | NO CHARGE | NO CHARGE |
| HOSPITAL INPATIENT BENEFITS | \$1,000 PER ADMIT | 40% |
| HOSPITAL OUTPATIENT SURGERY | \$1,000 COPAY | 40% |
| EMERGENCY ROOM | \$100 COPAY PER VISIT; WAIVED IF ADMITTED DIRECTLY TO THE HOSPITAL. | \$100 CO-PAY PER VISIT; WAIVED IF ADMITTED DIRECTLY TO THE HOSPITAL. |
| URGENT CARE | \$30 COPAY PER VISIT | \$40 COPAY PER VISIT |

| | | |
|---|--|---|
| SKILLED NURSING FACILITY | \$0 COPAY 1 - 10 DAYS, \$25 COPAY 11 - 100 DAYS. SEMI PRIVATE ROOM RATE, LIMITED TO 100 DAYS A CALENDAR YEAR | \$0 COPAY 1 - 10 DAYS, \$25 COPAY 11 - 100 DAYS. SEMI PRIVATE ROOM RATE, LIMITED TO 100 DAYS A CALENDAR YEAR |
| HOME HEALTH CARE | \$30 COPAY/ LIMIT 100 DAYS | \$40 COPAY/ LIMIT 100 DAYS |
| LOCAL GROUND OR AIR AMBULANCE | \$100 COPAY | \$100 COPAY |
| SURGEON & ASSISTANT SURGEON | PAID IN FULL. | PAID IN FULL. |
| ANESTHESIOLOGIST | PAID IN FULL. | PAID IN FULL. |
| INPATIENT PHYSICIAN CONSULTATIONS | PAID IN FULL. | PAID IN FULL. |
| RADIATION THERAPY | PAID IN FULL. | PAID IN FULL. |
| PHYSICIAN HOSPITAL & SKILLED NURSING FACILITY VISITS | PAID IN FULL. | PAID IN FULL. |
| DIAGNOSTIC LAB AND X-RAY (COMPLEX RADIOLOGY) | PAID IN FULL. (\$100 COPAY) | PAID IN FULL. (\$100 COPAY) |
| DURABLE MEDICAL EQUIPMENT | PAID IN FULL. \$5,000 MAXIMUM PER CALENDAR YEAR | PAID IN FULL. \$5,000 MAXIMUM PER CALENDAR YEAR. |
| MATERNITY | \$30 COPAY PER VISIT; HOSPITAL - \$1,000 COPAY | \$40 COPAY PER VISIT; HOSPITAL - 40% |
| MENTAL/NERVOUS: OUTPATIENT | \$30 COPAY PER VISIT; UNLIMITED FOR ALL MENTAL HEALTH CONDITIONS. | \$40 COPAY PER VISIT; UNLIMITED FOR ALL MENTAL HEALTH CONDITIONS. |
| MENTAL/NERVOUS: INPATIENT | \$1,000 COPAY; UNLIMITED FOR ALL MENTAL HEALTH CONDITIONS. | 40% HOSPITAL COPAY; UNLIMITED FOR ALL MENTAL HEALTH CONDITIONS. |
| ALCOHOLISM AND SUBSTANCE ABUSE: OUTPATIENT | \$30 INDIV/\$15 GROUP COPAY PER VISIT. UNLIMITED | \$40 INDIV/\$40 GROUP COPAY PER VISIT. UNLIMITED |
| ALCOHOLISM AND SUBSTANCE ABUSE: INPATIENT | DETOX: \$1,000 PER ADMIT | 40% |
| PRESCRIPTION DRUGS (ORAL CONTRACEPTIVES ARE COVERED) | RETAIL: \$15/GENERIC AND \$30/BRAND NAME FORMULARY AND \$50 NON-FORMULARY; 30 DAY SUPPLY. MAIL ORDER: \$30/GENERIC/\$60 BRAND FORMULARY /\$100 NON-FORMULARY; 90 DAY SUPPLY. | RETAIL: \$15/GENERIC;\$300 BRAND ONLY DEDUCTIBLE PER MEMBER PER CALENDAR YEAR, THEN COPAYMENT \$40/BRAND NAME FORMULARY; \$60 NON-FORMULARY; 30 DAY SUPPLY. MAIL ORDER: \$30/GENERIC/AFTER \$300 BRAND DEDUCTIBLE \$60 BRAND FORMULARY /\$120 NON-FORMULARY 90 DAY SUPPLY. |

THIS IS AN OUTLINE OF BENEFITS ONLY. SEE BOOKLET FOR DETAILS.

ELIGIBLE EXPENSES WILL BE COVERED AT USUAL, CUSTOMARY AND REASONABLE FEES UNLESS OTHERWISE STATED.

KAISER HEALTH MAINTENANCE ORGANIZATION (HMO)

General Information

Plan Description: Any employee wishing to participate in the Kaiser HMO must access all medical care and benefits 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.

Dependent Eligibility: An employee's child may remain active on the Kaiser plan until age 26.

| BENEFITS | HIGH - \$681.82 | MID - \$235.93 | LOW - \$20.00 |
|-------------------------------|--|---|--|
| LIFETIME MAXIMUM | NONE | NONE | NONE |
| ANNUAL COPAY MAXIMUM | \$1,500 ONE-PARTY \$3,000 TWO OR MORE MEMBERS | \$5,000 ONE-PARTY \$10,000 TWO OR MORE MEMBERS | \$4,000 ONE-PARTY \$8,000 TWO OR MORE MEMBERS |
| CALENDAR YEAR DEDUCTIBLE | NONE | *\$2,500 ONE-Party/ \$5,000 TWO OR MORE | *\$2,000 ONE-Party/ \$4,000 TWO OR MORE |
| COINSURANCE | PAID IN FULL EXCEPT COPAYMENTS AS INDICATED | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| OFFICE VISIT | \$25 COPAY/VISIT | \$40 COPAY/VISIT | \$20 COPAY/VISIT |
| CHIROPRACTIC | NOT COVERED | NOT COVERED | NOT COVERED |
| WELL BABY CARE | NO CHARGE | NO CHARGE | NO CHARGE |
| PHYSICAL EXAMS | NO CHARGE | NO CHARGE | NO CHARGE |
| HOSPITAL INPATIENT BENEFITS | \$500 PER ADMIT | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| HOSPITAL OUTPATIENT SURGERY | \$100 COPAY/PER PROCEDURE | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| EMERGENCY ROOM | \$100 CO-PAY PER VISIT; WAIVED IF ADMITTED DIRECTLY TO THE HOSPITAL. | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| URGENT CARE | \$25 COPAY/VISIT | \$40 COPAY/VISIT | \$20 COPAY/VISIT |
| SKILLED NURSING FACILITY | PAID IN FULL. LIMITED TO 100 DAYS PER BENEFIT PERIOD. | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| HOME HEALTH CARE | PAID IN FULL. UP TO 100 DAYS PER CALENDAR YEAR. | PAID IN FULL. UP TO 100 DAYS PER CALENDAR YEAR. | PAID IN FULL. UP TO 100 DAYS PER CALENDAR YEAR. |
| LOCAL GROUND OR AIR AMBULANCE | \$100 COPAY | *\$150 COPAY AFTER DEDUTIBLE | *\$150 COPAY AFTER DEDUCTIBLE |
| SURGEON & ASSISTANT SURGEON | PAID IN FULL. | PAID IN FULL. | PAID IN FULL. |
| ANESTHESIOLOGIST | PAID IN FULL. | PAID IN FULL. | PAID IN FULL. |
| PHYSICIAN CONSULTATIONS | PAID IN FULL. | PAID IN FULL. | PAID IN FULL. |

| | | | |
|---|--|---|---|
| RADIATION THERAPY | PAID IN FULL. | PAID IN FULL. | PAID IN FULL. |
| PHYSICIAN HOSPITAL & SKILLED NURSING FACILITY VISITS | PAID IN FULL. | PAID IN FULL. | PAID IN FULL. |
| DIAGNOSTIC LAB AND X-RAY | \$10 | *\$10 AFTER DEDUCTIBLE | *\$10 AFTER DEDUCTIBLE |
| DURABLE MEDICAL EQUIPMENT | PAID IN FULL. | 20% | 20% |
| MATERNITY | NO CHARGE AND \$500 COPAY/ADMIT HOSPITAL SERVICES | NO CHARGE AND *30% AFTER DEDUCTIBLE FOR HOSPITAL SERVICES | NO CHARGE AND *20% AFTER DEDUCTIBLE FOR HOSPITAL SERVICES |
| MENTAL/NERVOUS: OUTPATIENT | \$25 COPAY/VISIT | \$40 COPAY/VISIT | \$20 COPAY/VISIT |
| MENTAL/NERVOUS: INPATIENT | \$500 PER ADMIT. | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| ALCOHOLISM AND SUBSTANCE ABUSE : OUTPATIENT | \$25 COPAY/VISIT. NO LIMITS. | \$40 COPAY/VISIT. NO LIMITS. | \$20 COPAY/VISIT. NO LIMITS. |
| ALCOHOLISM AND SUBSTANCE ABUSE : INPATIENT | DETOX: \$500 PER ADMIT. | *30% AFTER DEDUCTIBLE | *20% AFTER DEDUCTIBLE |
| PRESCRIPTION DRUGS (ORAL CONTRACEPTIVES ARE COVERED) | RETAIL: \$10/GENERIC AND \$30/BRAND NAME; UP TO A 30 DAY SUPPLY. MAIL ORDER: \$20/GENERIC AND \$60/BRAND UP TO A 100 DAY SUPPLY | RETAIL: \$10/GENERIC AND \$30/BRAND NAME; UP TO A 30 DAY SUPPLY. MAIL ORDER: \$20/GENERIC AND \$60/BRAND UP TO A 100 DAY SUPPLY | RETAIL: \$10/GENERIC AND \$30/BRAND NAME; UP TO A 30 DAY SUPPLY. MAIL ORDER: \$20/GENERIC AND \$60/BRAND UP TO A 100 DAY SUPPLY |

THIS IS AN OUTLINE OF BENEFITS ONLY. SEE BOOKLET FOR DETAILS.

ELIGIBLE EXPENSES WILL BE COVERED AT USUAL, CUSTOMARY AND REASONABLE FEES UNLESS OTHERWISE STATED.

AMERITAS DENTAL PPO

General Information

Plan Description: Employees that participate in the Ameritas Dental PPO plan must select a contracted dentist in order to receive the benefits detailed below. Also, in order for a level of coverage to annually increase to the next tier, each employee must have a dental exam once a year. Orthodontia benefits are available for adults and children.

Dependent Eligibility: Effective October 1, 2014, all eligible children may remain active on the Ameritas Dental PPO plan up until the age of 26.

Annual Benefit Maximum per Calendar Year: \$1,500

Orthodontia Lifetime Benefit: \$1,250-available for adults and children

| Dental Benefits | Tier 1 1 st year of usage | Tier 2 2 nd year of usage | Tier 3 3 rd year of usage | Tier 4 4 th + year of usage |
|--|---|---|---|---|
| Oral Exams/Cleanings (twice/year max): | 70% covered | 80% covered | 90% covered | Fully covered |
| X-Rays- Bitewing X-rays (once every 6 months for children to age 18; once every 12 months for adults over age 18); Full mouth X-rays (once in a 5-year period) | 70% covered | 80% covered | 90% covered | Fully covered |
| Emergency Treatment: | 70% covered | 80% covered | 90% covered | Fully covered |
| Fluoride Treatments (once every 6-months to age 18) | 70% covered | 80% covered | 90% covered | Fully covered |
| Extractions: | 70% covered | 80% covered | 90% covered | Fully covered |
| Restorative (fillings): Amalgam fillings allowed for molar restorations | 70% covered | 80% covered | 90% covered | Fully covered |
| Periodontics: | 70% covered | 80% covered | 90% covered | Fully covered |
| Crowns (on the same tooth, benefit only once every 5 years): | 70% covered | 80% covered | 90% covered | Fully covered |
| Jackets (on the same tooth, benefit only once every 5 years): | 70% covered | 80% covered | 90% covered | Fully covered |
| Cast Restorations (on the same tooth, benefit only once every 5 years): | 70% covered | 80% covered | 90% covered | Fully covered |
| Bridges(once every 5 years): | 50% covered | 50% covered | 50% covered | 50% covered |
| Dentures (once every 5 years): | 50% covered | 50% covered | 50% covered | 50% covered |
| Orthodontics: | 50% covered | 50% covered | 50% covered | 50% covered |

VISION SERVICE PLAN

General Information

Plan Description: Employees that participate in the Vision Service Plan (VSP) must select a VSP contracted provider in order to receive the benefits detailed below.

Dependent Eligibility: Effective October 1, 2014, all eligible children may remain active on the VSP plan up until the age of 26.

Vision Benefits

Vision Examination: Once every 12 months

Lenses: Once every 12 months

Frames: Once every 24 months

Contacts: Once every 12 months

Examination: \$10 co-pay

Single Vision Lenses: \$10 co-pay

Bifocal Lenses: \$10 co-pay

Trifocal Lenses: \$10 co-pay

Frames: \$10 co-pay, frame of your choice covered up to \$ 130.00. Plus, 20% off any out-of-pocket costs.

Elective Contact Lenses: No co-pay applies. When you choose contacts instead of glasses, your \$130.00 allowance applies to the cost of your lenses and the fitting and evaluation exam. This exam is in addition to your vision exam to ensure proper fit of contacts.

ING/VOYA LIFE INSURANCE

*District Paid Life Insurance*_____

The State Center Community College District offers a life insurance benefit to all eligible employees through ING/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.

*Dependent Life Insurance*_____

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

*Accelerated Benefit*_____

ING/VOYA offers a benefit that allows for 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.

*Funeral Planning Services*_____

ING/VOYA has partnered with Everest to offer a benefit that allows for all eligible participants to receive nationwide funeral planning and concierge services. Everest offers both pre-planning and at-needed services for all funeral needs. As an added benefit, Everest also assists employees and their eligible dependents to determine eligibility for the accelerated life insurance benefit process.

*Estate Planning Services*_____

ING/VOYA has partnered with ComPsych to offer a benefit that allows all eligible participants to receive free online Will preparation through EstateGuidance.com.

*Travel Assistance Services*_____

ING/VOYA offers a benefit that allows all eligible participants to receive free travel assistance when traveling more than 100 miles from home. Services include pre-trip information, emergency personal services, medical assistance services, and emergency transportation services.

*Employee Paid Life Insurance*_____

Eligible district employees have the option of purchasing additional supplemental life insurance. Please contact Kelley Benzler at the district office for more information.

For more information on these ING/VOYA products, please visit the benefits webpage at <http://www.scccd.edu/index.aspx?page=515> or contact District Benefits at (559) 244-5933.

EMPLOYEE ASSISTANCE PROGRAM PROVIDED BY HALCYON BEHAVIORAL

Plan Description

The Halcyon Behavioral Employee Assistance Plan (EAP) is a free, confidential counseling service available to eligible district employees, their dependents, as well as anyone living in their household. The EAP plan can be used 24 hours a day, 7 days a week. Each eligible employee and dependent can receive a maximum of six interfaces (phone calls and face-to-face counseling sessions combined) per year. Benefit renews annually on October 1st per problem area, per family unit.

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

Eligible employees and their dependents can receive one (1) thirty 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

District employees are strongly encouraged to access a wealth of information on health and wellness issues at <http://www.halcioneap.com/> or on the District intranet at <http://intranet.scccd.net/Benefits/>

FLEXIBLE SPENDING ACCOUNT

Plan Description

The Flexible Spending Account (FSA) allows eligible employees to pay approved out-of-pocket medical and dependent care expenses with pre-tax dollars. 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 plan 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 plan.

Medical Reimbursement

A maximum of \$2,400 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 (please contact HR for a full list of approved out-of-pocket expenses). 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.

Dependent Care Reimbursement

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.

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. The Benefits Office will contact employees with instructions on how to enroll. The FSA plan operates on a calendar year basis. Any enrollment during the election period is effective from January 1-December 31.
- 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

BENEFIT PROVIDER

PHONE NUMBER/WEB SITE

Modern Care PPO Plan

(800) 422-6099

<http://www.deltahealthsystems.com>

Health Net HMO Plan

(800) 522-0088

<http://www.healthnet.com>

Kaiser Permanente HMO Plan

(800) 464-4000

<https://healthy.kaiserpermanente.org/html/kaiser/index.shtml>

Ameritas Dental PPO Plan

(888) 652-8393

Vision Service Plan

(800) 877-7195

<http://www.vsp.com>

ING/VOYA Life Insurance

(855) 663-8692

<http://voya.com/>

Halcyon Behavioral EAP

(888) 425-4800

<http://www.halcystoneap.com/>

Flexible Spending Account

(866) 504-0010

Administered by American Fidelity

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

HUMAN RESOURCES-

BENEFITS DEPARTMENT CONTACT

Frances Garza

(559) 244-5933

Benefits Coordinator

frances.garza@sccd.edu

Shannon Brownell

(559) 244-5992

Benefits Assistant

Shannon.brownell@sccd.edu

Workers Compensation

Company Nurse

(877) 854-6877

<http://www.companynurse.com>

Employees experiencing any problems accessing their benefits should first contact the respective benefit provider listed above. If a resolution is not achieved, please contact district benefits office for follow-up.

INTRANET CAPABILITIES

District Intranet

The District maintains an intranet site for district employees. The address for the district's intranet site is: <http://intranet.scccd.net/>

The intranet site provides information, documents, forms, and policies on the following topics:

- Accounts Payable
- Benefits
- Grants Office
- Human Resources
- International Education
- Payroll
- IS Department
- Purchasing
- Foundation

A sampling of the benefit forms available on the intranet site are detailed below:

- ING/VOYA Life Insurance Beneficiary Form
- Predesignation of Physician Form
- Modern Care, Health Net and Kaiser enrollment forms and benefit summary
- PERS and STRS Beneficiary Forms
- American Fidelity Section 125 Expense Reimbursement Form

District employees are encouraged to search through the district intranet site and explore all the information and resources available.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 9:

WORKERS' COMPENSATION BENEFITS

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Workers' Compensation Overview

What is Workers' Compensation? 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 through Athens Administrators. The District has elected to self-fund all Workers' Compensation liability in partnership with other school districts. All medical bills, salary repayment, and other Workers' Compensation costs are paid directly by the partnership which is known as a Joint Powers Authority (JPA). ASCIP administers the program (JPA) 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 a workplace injury, notify your Supervisor immediately. If an injury is an emergency, a call should be placed to SCCCD Police Services (559) 442-8201 or dial 9-1-1.
- In the event of a non-life threatening injury, you and your Supervisor will place a call to the **Company Nurse**© Hotline **1-877-854-6877** 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 advice only the nurse will provide advice which you are to follow. You may return full-time to your regular position. If the medical situation does not improve, you **must** call back **Company Nurse**© for appropriate medical referral prior to seeking treatment, unless it is an emergency.
- If the nurse determines medical treatment is needed you will be referred to a District designated facility for treatment (unless you have pre-designated a personal physician prior to the injury). You then go to the designated Medical Facility for treatment.
- The nurse will immediately forward your information to the designated medical facility for follow up care.
- When you return to work you will need to give your Supervisor a copy of the Work Status Slip provided to you by the Medical Facility.
- Frances Garza, Benefits Coordinator, will send you a Workers' Compensation Claim Form (DWC-1) to complete immediately to begin the claims process. State law requires that this form be provided to you or a dependent within one (1) working day of receiving notice or knowledge of any work-related injury.

Designated Medical Facilities

The District is permitted by statute to control medical treatment of work-related injuries for the first thirty days from when the injury was reported, and has designated treatment centers for the convenience of employees. These centers are:

- **F.I.R.M. Associates, Inc. (Primary for Fresno)**
6042 N Fresno Street, Suite 101
Fresno, CA 93710
PH: (559) 224-6754

- **Concentra Medical Centers (Primary for Madera)**
509 S. I St. Suite A
Madera, CA 93637
Phone: (559) 673-9020
After Hours Phone: (559) 673-9256

- **JobCare (Primary for Reedley)**
1311 11th Street
Reedley, CA 93654
PH: (559) 638-5005

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 accident we want you to have a quick and full recovery.

For this reason 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 and assist you in maintaining your earnings. 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 duty assignments are temporary change(s) in your job or employment condition imposed by a medical doctor as a result of an industrial injury or illness that prevents you from performing all the tasks of your usual and customary occupation; they are not meant to be demeaning.

Transitional duty may include, among other modifications:

- Reduced or re-distributed hours in your regular classification
- Modification of job duties within your regular classification

Participation in this program will be continually reviewed for program effectiveness and shall not exceed 60 calendar days per injury. The 60 calendar days may be extended up to 30 days, for a total of 90 days, with recorded improvement determined by the treating physician. 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 could be affected.

When a workplace injury/illness occurs, you are required to call Company Nurse® at 1-877-854-6877 directly after reporting the incident to your supervisor.

The District's Benefits Coordinator will provide you with a DWC Form 1, Employee Claim Form. If medical treatment is required you will be provided with a *Physical Abilities Assessment Form for Transitional Duty*. Take this form to your medical appointment so the treating physician can assess your ability to work in a transitional duty capacity. You are to return this form to your supervisor immediately following the medical appointment along with any documentation from your treating physician regarding any work restrictions. Should your treating physician modify the restrictions at any

time during your participation in the program, you are required to immediately provide documentation from your doctor to your supervisor.

In case of an emergency, always contact the campus police immediately at ext. 8201 OR 442-8201 OR call 911.

Should the work restrictions related to your injury preclude you from returning to work for a time period, we will be making contact on a regular basis to address any questions you may have regarding your benefits and medical care.

Please contact Frances Garza, Benefits Coordinator, at (559) 244-5933 with any questions you may have regarding the Transitional Duty Program.

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



SAVE PRINT CLEAR

Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN 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 as the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quedese 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 Division de Compensación al Trabajador al (800) 736-7401 para oír información grabada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

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.

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. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. Signature of employee. *Firma del empleado.* _____

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

9. Name of employer. *Nombre del empleador.* State Center Community College District
10. Address. *Dirección.* 1525 E Weldon Ave, Fresno, CA 93704-6398
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* Athens Administrators PO Box 696 Concord, CA 94522
15. Insurance Policy Number. *El número de la póliza de Seguro.* Self-Insured/ASCIP
16. Signature of employer representative. *Firma del representante del empleador.* _____
17. Title. *Título.* Benefits Coordinator 18. Telephone. *Teléfono.* (559) 244-5933

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

☐ Employer copy/Copia del Empleador ☐ Employee copy/Copia del Empleado

Empleador: Se requiere que Ud. feche esta forma y que provéa 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

☐ Claims Administrator/Administrador de Reclamos ☐ Temporary Receipt/Recibo del Empleado

SUPERVISOR'S INVESTIGATION OF EMPLOYEE INJURY

| | | | | | |
|--|----------|----------------|--------------------|-----------------|----------------------|
| Employer Information | | | | | |
| Name, location, and Address: State Center Community College District 1525 E Weldon Avenue Fresno, CA 93704 | | | | | |
| Phone: | | | | | |
| Employee Information | | | | | |
| Last | First | Middle Initial | Gender | Date of Birth | Date of Hire |
| Address Street | | City | State | Zip | Personal Telephone # |
| Department | Division | Shift | Occupation | Supervisor Name | |
| Date, Time, and Place of Incident/Report | | | | | |
| Date/Time of Incident | | Day of Week | Date/Time Reported | Injury Location | |
| Triage Description | | | | | |
| 1. Please describe your medical complaint. | | | | | |
| 2. How did this accident happen? (Please state all details) | | | | | |
| 3. Please specify machine, tool, substance or object most closely connected with the accident. | | | | | |
| 4. What was the employee doing when accident occurred? (i.e. loading truck, walking down stairs, etc.) | | | | | |

TO BE COMPLETED BY SUPERVISOR/MANAGER

Explain in detail how the injury/illness occurred and the specific activity being performed:
(Sources: employee, witnesses, investigation, and observations)

Select at least one (or more) from each section below.

| INITIAL CAUSE | CONTRIBUTING FACTORS AND ACTIVITIES | | PREVENTIVE ACTIONS |
|--|--|---|---|
| <input type="checkbox"/> Struck by or against object (indicate) _____ <input type="checkbox"/> Caught in/under/between <input type="checkbox"/> Fall / Slip / Trip <input type="checkbox"/> Material handling/lifting <input type="checkbox"/> Repetitive motion <input type="checkbox"/> Chemical exposure <input type="checkbox"/> Body fluid exposure: ____ Needle stick ____ Sharps <input type="checkbox"/> Animal bite <input type="checkbox"/> Other, Explain _____ _____ _____ | Equipment <input type="checkbox"/> Equipment failure <input type="checkbox"/> Equipment unavailable <input type="checkbox"/> Improper equipment or material used for job Personal protective equipment <input type="checkbox"/> Not worn <input type="checkbox"/> Not readily available <input type="checkbox"/> Not adequate for the task <input type="checkbox"/> Personal protective equipment failure Training/Experience <input type="checkbox"/> Lack of training <input type="checkbox"/> Safety training provided, not followed <input type="checkbox"/> New task for employee or lack of experience Work Area <input type="checkbox"/> Work area set up improperly <input type="checkbox"/> Inadequate lighting or noise issues <input type="checkbox"/> Housekeeping issues <input type="checkbox"/> Environmental factors (rain, wind, temp. etc) <input type="checkbox"/> Ventilation issues <input type="checkbox"/> Ergonomic factors | Employee <input type="checkbox"/> Physically not able to do work <input type="checkbox"/> Employee fatigue <input type="checkbox"/> Unbalanced or poor position or motion <input type="checkbox"/> Incorrect procedures used for task <input type="checkbox"/> Other unsafe practice Assistance <input type="checkbox"/> Difficult to perform task without help <input type="checkbox"/> Safety features or devices not readily available <input type="checkbox"/> Assistive devices not used <input type="checkbox"/> Lack of policy/procedure (explain below) <input type="checkbox"/> Animal (explain below) <input type="checkbox"/> Other (explain – use additional page(s) if necessary) _____ _____ _____ _____ _____ | SUPERVISOR WILL: <input type="checkbox"/> Develop/revise safety procedures and update IIPP or Chem. Hyg. Plan <input type="checkbox"/> Request ergonomic evaluation <input type="checkbox"/> Order new equipment <input type="checkbox"/> Order new personal protective equipment <input type="checkbox"/> Remove equipment from use and repair/replace <input type="checkbox"/> Schedule preventive maintenance <input type="checkbox"/> Will retrain employee before task is re-assigned. <input type="checkbox"/> Perform on-site review of work activity, update job safety analysis. <input type="checkbox"/> Reconfigure work area <input type="checkbox"/> Communicate corrective actions to others in job category. <input type="checkbox"/> Other: _____ _____ _____ _____ _____ |
| Preventive action will be completed by Name/Department: | | | Expected date of completion: |

| | |
|--|-------------------------------|
| SUPERVISOR/MANAGER'S SIGNATURE: | Date of Investigation: |
| DEPARTMENT HEAD'S SIGNATURE: | Date: |

Distribution:

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-877-854-6877

▶ AVAILABLE 24 HOURS A DAY

- 1▶** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2▶** Supervisor / Injured worker immediately calls injury hotline.
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.
- 3▶** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

GROUP CODE (CÓDIGO DEL GRUPO)

VIPJP

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.

Visit us online: www.CompanyNurse.com



State Center Community College District Time of Hire Pamphlet

WHAT IS WORKERS' COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, and costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- **Medical care:** Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it's going to.
- **Permanent disability benefits:** Payments if you don't recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:
 - Your doctor's medical reports
 - Your age
 - Your occupation
- **Supplemental job displacement benefits:** This is a voucher for up to \$6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:
 - You have a permanent disability.
 - Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor's report saying you have made a maximum medical recovery.
- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least \$224 per week. In addition, workers' compensation provides a burial allowance.

OTHER BENEFITS

You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers' compensation benefits are delayed, denied, or have ended. There are time restrictions so for more information contact the local office of EDD or go to their web site www.edd.ca.gov.

If your injury results in a permanent disability (PD) and the state determines that your PD benefit is disproportionately low compared to your earning loss, you may qualify for additional money from the Department of Industrial Relation's special earnings loss supplement program also known as the return to work program. If you have questions or think you qualify, contact the Information & Assistance Unit by going to www.dwc.ca.gov and looking under "Workers'

Compensation programs and units" for the "Information & Assistance Unit" link or visit the DIR web site at www.dir.ca.gov.

Workers' compensation fraud is a crime

Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to \$150,000 and/or serve up to five years in jail.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer

Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don't hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

Workers' compensation insurance company or if employer is self-insured, person responsible for handling the claim is:

SCCCD Contact:
Frances Garza, Benefits Coordinator
1525 E. Weldon Ave., Fresno, CA 93704
Phone: (559) 244-5933

Workers' Compensation Carrier:
Athens Administrators
P.O. Box 696, Concord, CA 94522
Phone: (925) 826-1000

You may be able to find the name of your employer's workers' compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Compensation programs and units" for the "Information & Assistance Unit" link or visit the DIR web site at www.dir.ca.gov.

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Get emergency treatment if needed

If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the "predesignation of personal physician" form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing *before* you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer. State law does not allow a chiropractor to continue as your treating physician after 24 visits.

WHAT IF THERE IS A PROBLEM?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn't work, get help by trying the following:

Contact the Division of Workers' Compensation (DWC) Information and Assistance (I&A) Unit
All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to www.dwc.ca.gov and under "Workers' Compensation programs and units", click on "Information & Assistance Unit." At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at:

Address: 2550 Mariposa Mall, Room 2035, Fresno, CA 93721-2219

Phone number: (559) 445-5355

Consult with an attorney

Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org. You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

| Warning |
|--|
| Your employer may not pay workers' compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties. |

| Additional rights |
|---|
| You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000. |

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers' Compensation administrative director.

Revised 12/20/12 and effective for dates of injuries on or after 1/1/13

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- you have group health coverage;
- 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 or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: State Center Community College District (name of employer) If I have a work-related injury or illness, I choose to be treated by:

(name of doctor)(M.D., D.O., or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print):

Employee's Address:

Employee's

Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician or Medical Group)

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 predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

State law does not allow a chiropractor to continue as your treating physician after 24 visits.

Your Chiropractor or Acupuncturist's Information:

(name of chiropractor or acupuncturist)

(street address, city, state, zip code)

(telephone number)

Employee Name (please print):

Employee's address:

Employee's
Signature _____

Date: _____



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 10:

ENVIRONMENTAL HEALTH AND SAFETY

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 Safety (DEHS) works to assure a safe and healthful campus environment for our employees, students, and visitors. DEHS is responsible for developing and implementing programs to ensure compliance with applicable local, state and federal health, safety and environmental regulations and requirements.

DEHS 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
- Emergency Preparedness

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

State Center Community College
Department of Environmental Health and Safety
1916 East Calaveras
Fresno, California 93704
(559) 265-5745, Extension 5745 from campus phone

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)

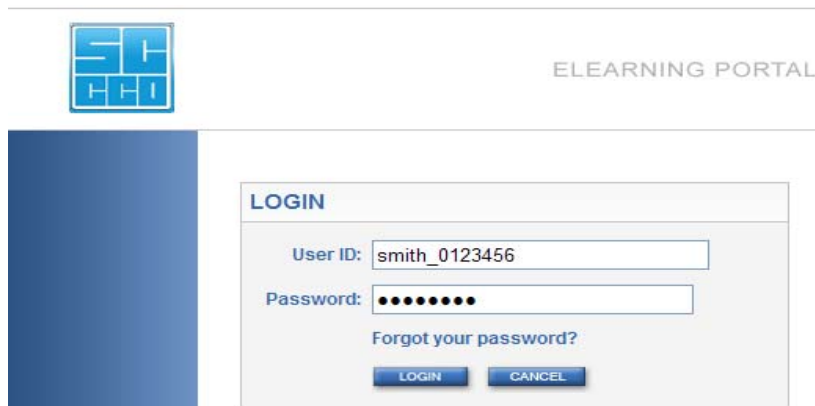
TO ACCESS YOUR ONLINE TRAINING

Go to: <http://mytraining.vipjpa.org> and follow the instructions on the following page.

Online Training Procedures

Completing your online training is easy. Simply direct your web browser (Internet Explorer, Firefox, Chrome, etc.) to the link above, or go to:

www.scccd.edu > Offices and Departments > Environmental Health and Safety and click on the training link. You will see a page that looks like this:



The screenshot shows the ELEARNING PORTAL login interface. It includes a logo, the portal name, a large blue decorative bar, and a login form with fields for User ID and Password, a forgot password link, and login/cancel buttons.

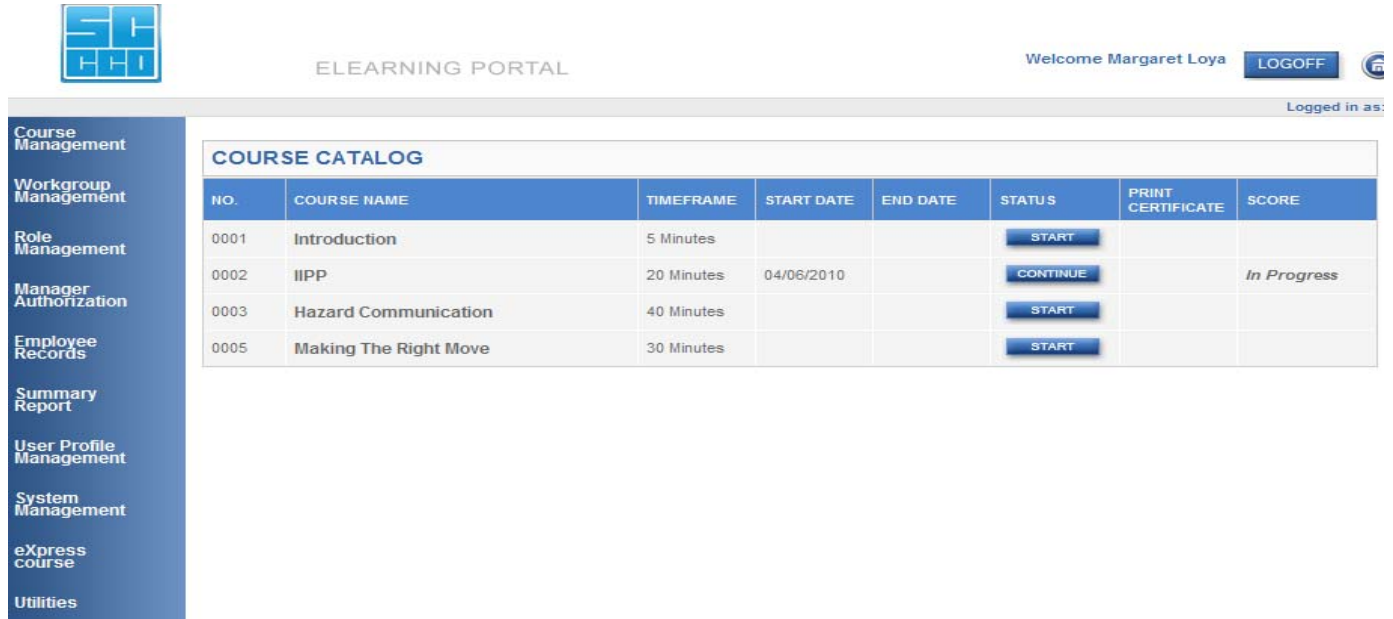
To login, enter your username and password.

Username is your last name followed by an underscore and your 7-digit employee I.D. number, or **lastname_ID#** (e.g., smith_0123456)

Your default password is the word **changeme**

If your name is hyphenated, use the last name of the hyphenated name.

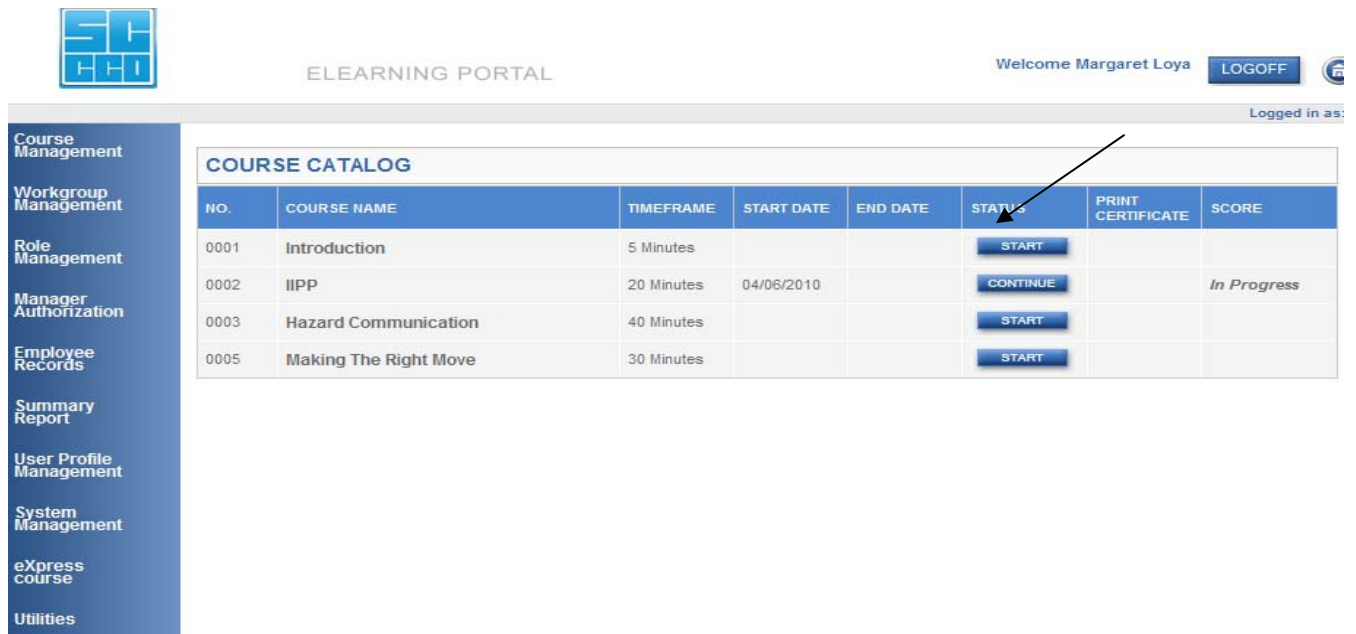
Here is what you will see upon logging in:



The screenshot shows the ELEARNING PORTAL interface. At the top, there is a logo on the left, the text "ELEARNING PORTAL" in the center, and a welcome message "Welcome Margaret Loya" with a "LOGOFF" button on the right. Below the welcome message, it says "Logged in as:". On the left side, there is a vertical menu with the following items: Course Management, Workgroup Management, Role Management, Manager Authorization, Employee Records, Summary Report, User Profile Management, System Management, eXpress course, and Utilities. The main content area is titled "COURSE CATALOG" and contains a table with the following columns: NO., COURSE NAME, TIMEFRAME, START DATE, END DATE, STATUS, PRINT CERTIFICATE, and SCORE. The table lists four courses: 0001 Introduction (5 Minutes), 0002 IIPP (20 Minutes, 04/06/2010), 0003 Hazard Communication (40 Minutes), and 0005 Making The Right Move (30 Minutes). Each course has a "START" button in the STATUS column. The "PRINT CERTIFICATE" column is empty for all courses, and the "SCORE" column shows "In Progress" for course 0002.

| NO. | COURSE NAME | TIMEFRAME | START DATE | END DATE | STATUS | PRINT CERTIFICATE | SCORE |
|------|-----------------------|------------|------------|----------|--------------------------|-------------------|-------------|
| 0001 | Introduction | 5 Minutes | | | START | | |
| 0002 | IIPP | 20 Minutes | 04/06/2010 | | CONTINUE | | In Progress |
| 0003 | Hazard Communication | 40 Minutes | | | START | | |
| 0005 | Making The Right Move | 30 Minutes | | | START | | |

Click on "start" next to the section you wish to complete. An interactive training video be begin.



This screenshot is identical to the one above, showing the ELEARNING PORTAL interface. However, an arrow points to the "START" button in the STATUS column for the "Introduction" course (NO. 0001).

| NO. | COURSE NAME | TIMEFRAME | START DATE | END DATE | STATUS | PRINT CERTIFICATE | SCORE |
|------|-----------------------|------------|------------|----------|--------------------------|-------------------|-------------|
| 0001 | Introduction | 5 Minutes | | | START | | |
| 0002 | IIPP | 20 Minutes | 04/06/2010 | | CONTINUE | | In Progress |
| 0003 | Hazard Communication | 40 Minutes | | | START | | |
| 0005 | Making The Right Move | 30 Minutes | | | START | | |

If for some reason you are interrupted during the training, just click on exit in the upper right corner, and then “exit” below.



The home page (Course Catalog) will show “In Progress” and will resume where you left off when you get back to it.

| COURSE CATALOG | | | | | | | |
|----------------|-----------------------|------------|------------|----------|--------------------------|-------------------|--------------------|
| NO. | COURSE NAME | TIMEFRAME | START DATE | END DATE | STATUS | PRINT CERTIFICATE | SCORE |
| 0001 | Introduction | 5 Minutes | 04/06/2010 | | CONTINUE | | <i>In Progress</i> |
| 0002 | IIPP | 20 Minutes | 04/06/2010 | | CONTINUE | | <i>In Progress</i> |
| 0003 | Hazard Communication | 40 Minutes | | | START | | |
| 0005 | Making The Right Move | 30 Minutes | | | START | | |

An exam follows each section and must be completed.

HEALTH AND SAFETY PROGRAMS

Several of the District's written health and safety programs may be viewed and downloaded from the DEHS website. To access the written plans, direct your web browser to: www.scccd.edu > Offices and Departments > Environmental Health and Safety > 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.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

SECTION 11:

EMERGENCY PREPAREDNESS

The State Center Community College District Police Department is a service-oriented police agency, which embraces the principles of “Community Oriented Policing and Problem Solving (COPPS).” The State Center Community College District Police Department is staffed by 15 full time sworn Peace Officers, pursuant to Penal Code section 832.32(A). Our officers are trained and regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission. The officers have the same authority as a Municipal Police Officer, County Deputy Sheriff, and/or California Highway Patrol Officer.

District Police Officers are responsible for patrolling various campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.

Mission

The mission of the State Center Community College District Police Department 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 SCCCDPD 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 an open exchange of ideas. The SCCCDPD is committed to being a sensitive, caring, and impartial policing organization dedicated to the highest level of professionalism and integrity.

The District Police Department maintains a website, enter this link, <http://scccdpolice.com/> and 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 statistical crime data, parking information, personal safety information, and more.

DISTRICT POLICE OFFICE

State Center Community College
District Police Department
1940 East Calaveras
Fresno, California 93704
(559) 244-5911, or extension # 5911 from any campus phone.

District Police Hours

Business Office hours:

Monday through Friday, 7:00AM to 10:30PM

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.

1st2know State Center Community College District 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.

Cost

We do not charge for the service but standard text message rates will apply so make sure you check with your provider before signing up.

Privacy

1st2know is secure and respects your privacy. The 1st2know system will not send you spam and we will not share your information.

Eligibility

1st2know is available to all employees and students of SCCCDC, Fresno City College, CTC, Reedley College, Clovis Community College Campus, Herndon Center, Oakhurst Center, Madera Center.

Click on the following website <http://scccddpolice.com/category/resources> to sign up.

1. Click on the button associated with your group – Students, Faculty, or Employees – located in the upper right corner.
2. Click on “Sign-up for Emergency Alert to Cell Phone” under the 1st2know Emergency Alert” header.
3. Follow the on-screen directions to complete the sign up process.

TWITTER - Notification and Safety Information Check it out: SCCCDC Police @SCCCDC_PD

This system will be used in concurrence with our existing 1st2know Emergency Alert System. In order to use this system, you must sign up for a TWITTER account and then subscribe to follow SCCCDC_PD, if you no longer wish to follow, simply unfollow, and you will no longer receive the notices.

Cost

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.

If you would like to print an additional copy for your office, please follow this link: <http://scccd.edu/index.aspx?page=653>

The District Police Department 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 District Police Department at extension # 5911, or call 559-244-5911.**

Bruce Hartman

Chief of Police
SCCCD Police Department



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 District Police at extension # 5911, or call 559-244-5911**, 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 District Police at extension # 5911, or 559-244-5911. 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 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 continuously. 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 provides assistance, proceed to the nearest stairway landing, away from the fire. Shout for help, if possible call District Police at extension # 5911, or 559-244-5911, 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

1. Do not move a seriously injured person unless there is a life-threatening situation.
2. **Call District Police at extension # 5911, or 559-244-5911.** 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.
3. 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.
4. Remain with the victim until District Police Officers arrive.
5. Report an injury or illness to your supervisor and the Company Nurse at 1-877-740-5017.

CRIMES IN PROGRESS/CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except in case of self-defense.
2. **Call District Police at extension # 5911, or 559-244-5911.** Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
3. 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.
4. 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.
5. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.

BOMB THREAT/SUSPICIOUS OBJECTS

1. Bomb threats usually occur by telephone.
2. 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.
3. **Call District Police at extension # 5911, or 559-244-5911.** 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.
4. Inform your supervisor and/or the Division Dean's Office.
5. Campus authorities will be responsible for building evacuation.
6. Report all suspicious objects and/or packages to the District Police Department 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

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. 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:

1. **Call District Police at extension # 5911, or 559-244-5911.**
2. 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.
3. If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.
4. 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:

1. Remain calm.
2. 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.
3. **Call District Police at extension # 5911, or 559-244-5911.**
4. If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.
5. 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 continuously. 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.**

6. 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.
7. 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.
8. Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.
9. Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

EARTHQUAKES

1. If indoors, stay there. Get under a desk or table or stand in a corner.
2. If outdoors, get into an open area away from trees, buildings, walls, and power lines.
3. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.
4. If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.
5. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
6. After the shock subsides, get out of doors and well away from the building.
7. Follow the procedures in this guide for fire, hazardous material leaks, and serious injuries if necessary.
8. In the event of major damage or disruption, the District Police Department will announce and implement evacuation of the campus.
9. Identify and assist the injured.
10. **Call District Police at extension # 5911, or 559-244-5911**, to report any serious hazards or injuries.
11. Do not return to an evacuated building until it has been cleared by structural engineers and public safety personnel.

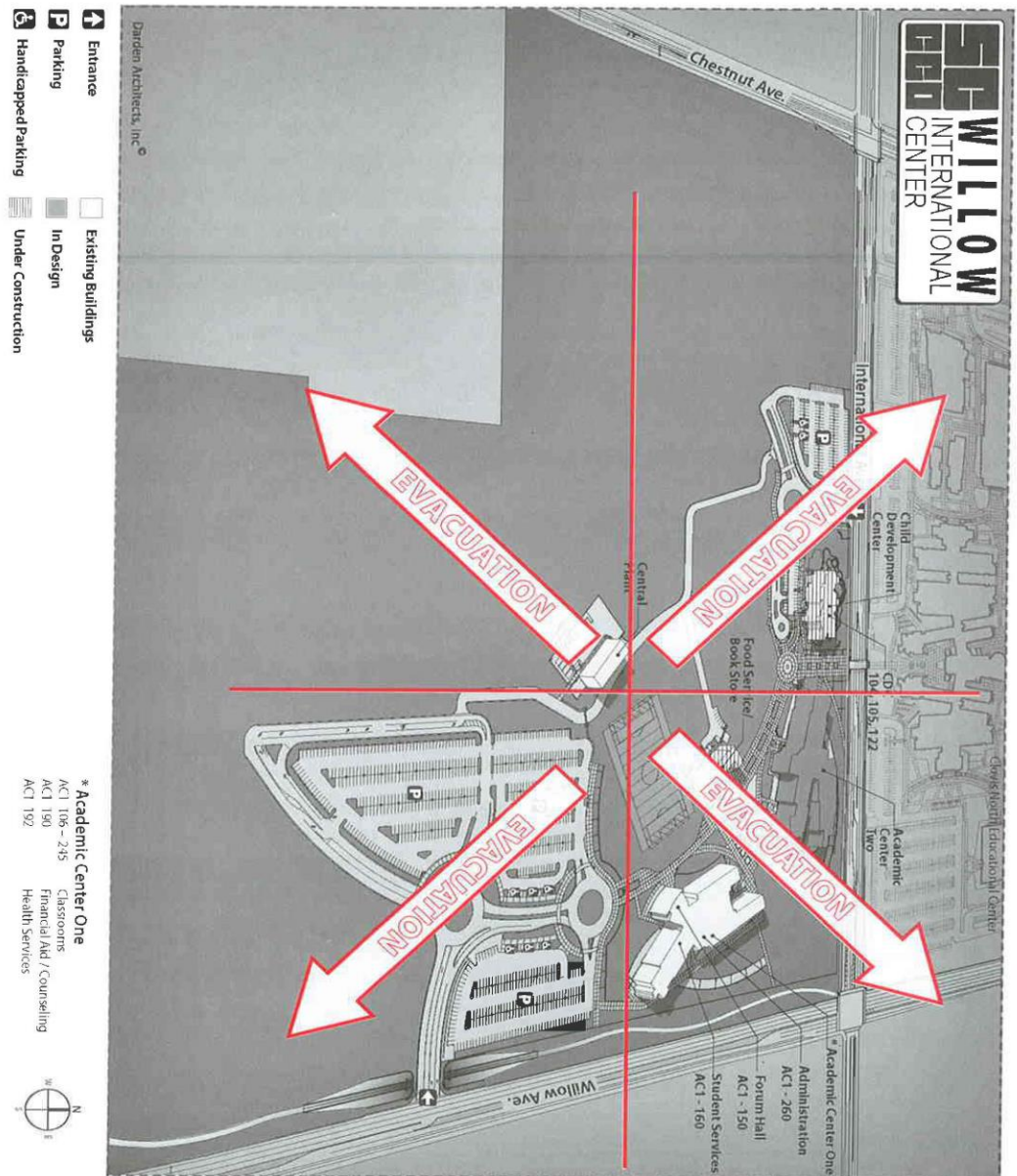
EVACUATION OF DISABLED

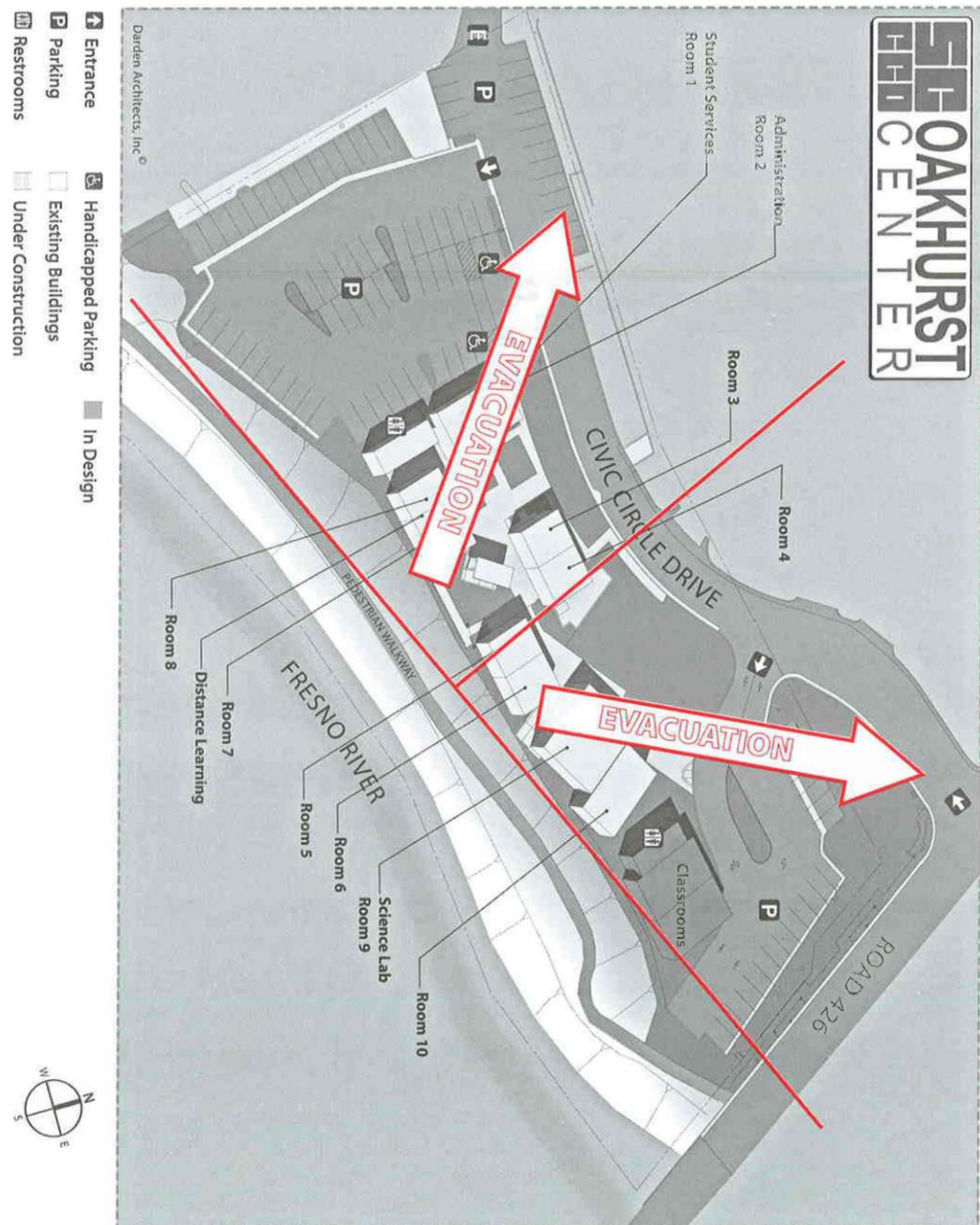
In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

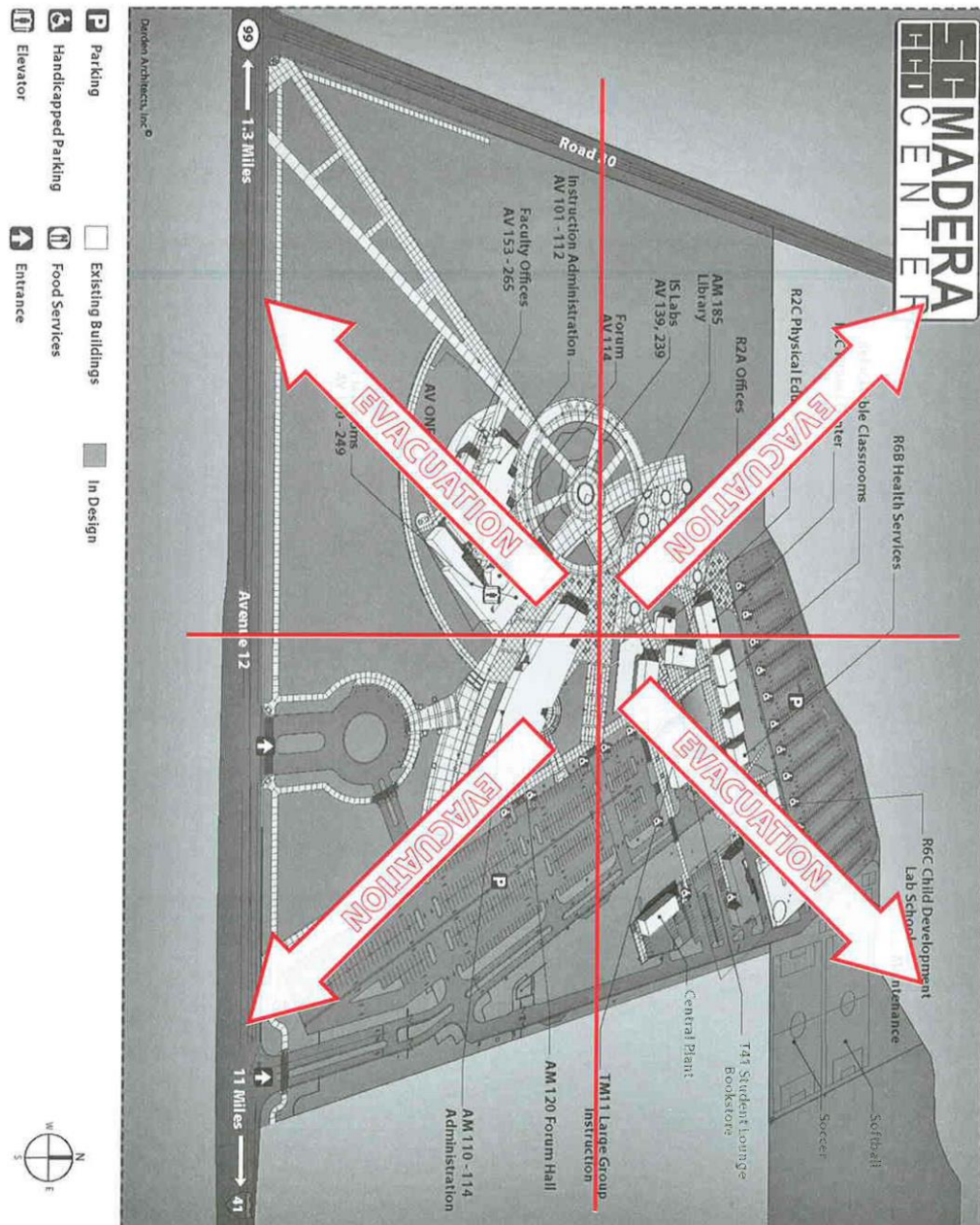
1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators. However, elevators should never be used in the event of fire or earthquake.

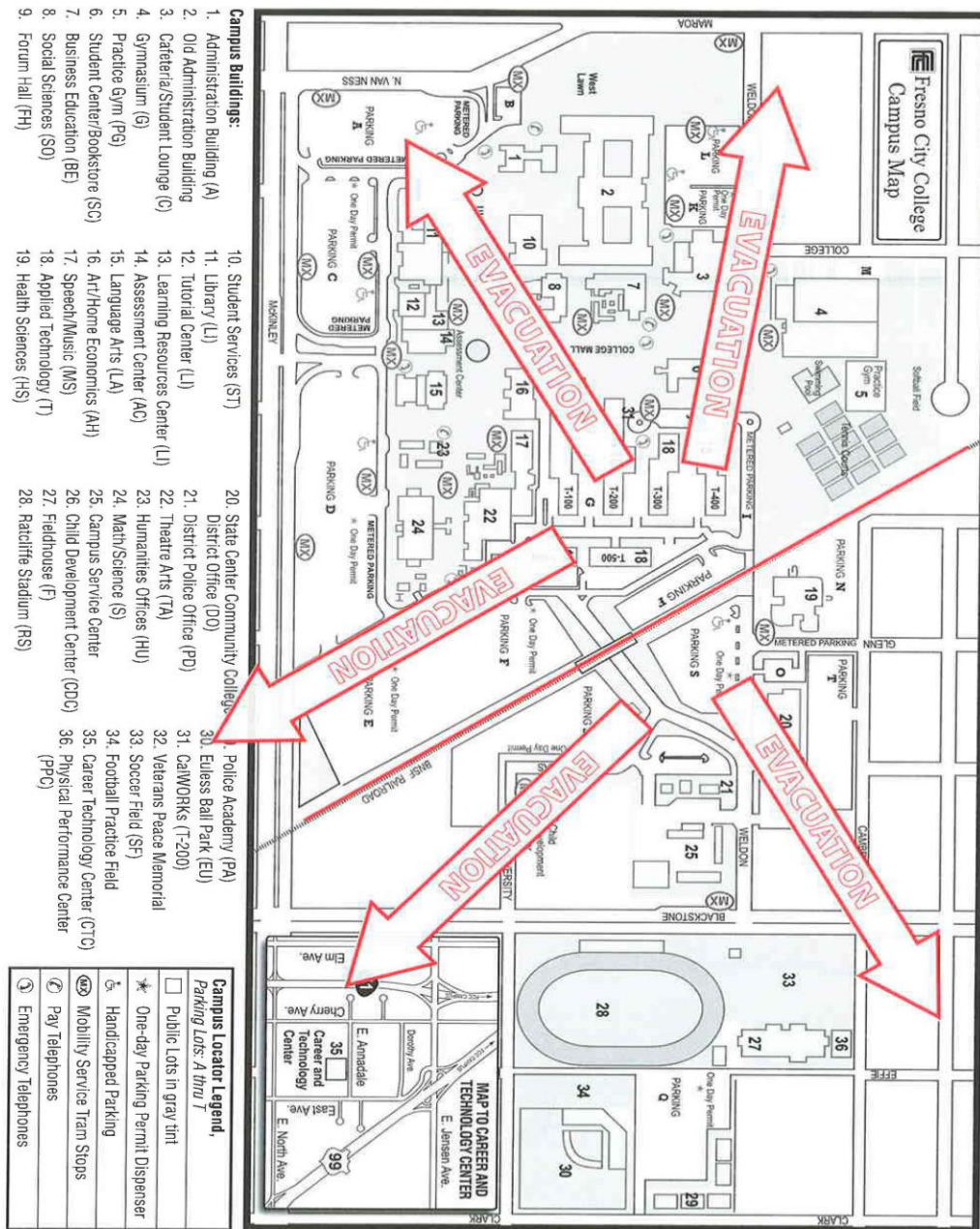
2. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.
3. It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate or instructor on how to assist him or her in the event of an emergency.
4. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or in a stairway or landing. He or she should continue to call for help, or call District Police 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.
5. All disabled faculty, staff, and students are encouraged to file an emergency status card with the Disabled Students Program & Services (DSPS).

CAMPUS EMERGENCY EVACUATION MAPS

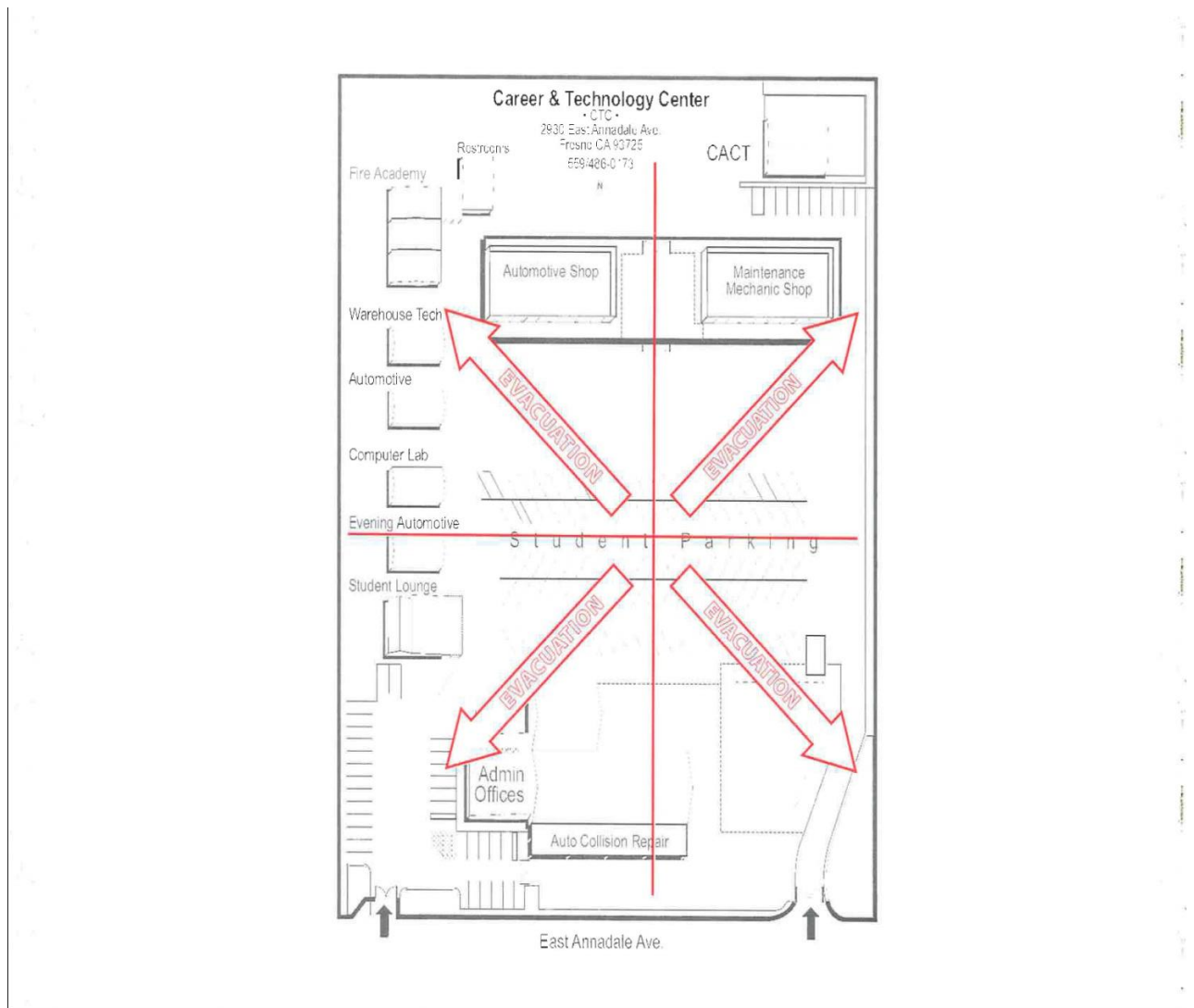








CAMPUS EMERGENCY EVACUATION MAPS



NON-EMERGENCY SERVICES

If you need information on any other non-emergency information, you can use the District Police Department's website, enter this link, <http://scccdpolice.com/> and you will be able to review other resources that are available online, it can give 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



STATE CENTER
COMMUNITY COLLEGE DISTRICT

New Employee Orientation

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 staff 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. The district uses a portion of the lottery funds to support staff development.

SECTION I. ALL EMPLOYEES

Specialized training is offered for employees based on state and federal laws. It covers such topics as Illness, Injury and Prevention; Materials Safety Data Sheets; Bio Hazards, 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.

SECTION II. 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 Representatives:

Mary Ann Valentino, President
Wendell Stephenson, President Elect
Linda DeKruif, Past President
Sarah Velasquez, Officer at Large
Gennan Bolen, Officer at Large
Kerry Ybarra, Curriculum Chair
Karin Gruet, Membership Secretary

1101 E. University Ave., Rm. LI-206

Fresno, California 93741

(559) 442-4600, Ext. 8152

Website: <http://www.fresnocitycollege.edu/index.aspx?page=252>

E-mail: asp571@fresnocitycollege.edu

Academic Senate Blackboard site

https://scccd.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2 1

~Go to the tab called "Organizations"

~Scroll down and find the title "FCC Academic Senate"

Reedley College and Madera Community College Center

Academic Senate Representatives:

Stephanie Curry, President
Rick Garza, Vice President for Senate Business
Pam Gilmore, Vice President for Curriculum
Lore Dobusch, Representative to the ASCCC
Emily Berg, Secretary
Kristen Mattox, Madera/Oakhurst Faculty Association President
Jeff Ragan, Past President

<http://www.reedleycollege.edu/>

~Go to tab called "RC Online"

~Scroll down to tab called "Blackboard"

~Go to tab called "Organizations"

~Scroll down and find the title "RC Academic Senate"

Clovis Community College Center Academic Representatives:

Elizabeth Romero, President
Michael Stannard, Vice President
Courtne Choate, Secretary
Cynthia Elliott, Curriculum Chair
Karen Hammer, Equivalency Chair
Bill Allen, Academic Standards Chair
Russell Hickey, Flex Day Chair
WI-AFT@scccd.edu, Union Representative
vacant@scccd.edu, Adjunct Representative
Jeff Burdick, Immediate Past President

<http://www.willowinternationalcenter.com/>

~Go to tab called "Faculty & Staff"
~Scroll down to tab called "Blackboard"
~Go to tab called "Organizations"
~Scroll down and find the title "WI Academic Senate"

All Faculty

The full-time faculty contract states that one flexible schedule day shall be provided each semester unless the District and Academic Senates mutually agree otherwise. The first flex day is at the beginning of the fall 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 the spring semester. 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 and/or Fresno City College activities.

SECTION III. CLASSIFIED EMPLOYEES

Classified Professionals State Center Community College District

The SCCCDC Classified Professionals Committee sponsors regularly-scheduled technology training sessions, the spring Mega Conference, and Leadership State Center, a yearlong 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. 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.

SCCCD Classified Professionals Technology Training Series offers on-site classes in various subjects such as word processing, grant writing, database-access, time management, scanning, spreadsheets, Excel, photography and PowerPoint. Qualified instructors offer training at various levels from novice to advanced. Evaluations from attendees identify any areas for improvement as well as subjects for additional training.

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. Different management topics are discussed at each of the six monthly workshops, and breakfast is provided for the participants and guest speakers. Evaluations are requested from participants as well as suggestions for improvements. Some of the topics are Performance Management and Evaluations, Planning and Implementation, and Creating a Learning Organization. The program culminates with a graduation ceremony honoring the graduates and is attended by colleagues and family members for the recognition and includes a prominent 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
- Workshops & Training
- Educational Achievement & Recognition
- Classified Professional of the Year Award

For more information about Classified Professionals State Center Community College District, please contact Dr. Janice Emerzian, District Director Classified Professional Development or Jane Harmon, Secretary at extension 6428 or click on this link for more information <http://cp.scccd.edu/start.htm>

Classified Senates

Even though Fresno City College and District Office employees are in a Classified Senate separate from Reedley College and the Clovis Community College Center, their goals are the same. Both 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 Day is an annual event in November on Veteran's Day. It is organized and sponsored by the Classified Senates. However, the FCC and District Office employees hold activities that are separate from the Reedley College and Clovis Community College Center's Classified Senates. At both, a variety of fun and educational workshops are offered in the morning and afternoon, and breakfast and lunch are included. Staff and administrators make generous donations that are used to provide door prizes distributed over the course of the day.

Fresno City College and District Office Classified Senate Representatives:

Susi Nitzel, President, Ext. 2365
Susan Johnson, Vice President, Ext. 8277
Jennifer Franklin, Secretary, Ext. 8181
Sherry Lawson, Treasurer, Ext. 8206
Ernie Garcia, Past President, Ext. 8312

https://scccd.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_group_id=21

~Go to the tab called "Organizations"

~Scroll down and find the title "FCC Classified Senate"

Reedley College, Madera & Oakhurst Center Classified Senate Representatives:

Jim Mulligan, President, Ext. 3105
Corinna Lemus, Vice President, Ext. 3669
Stephanie Doyle, Secretary, Ext. 3492
MaryLou Wright, Treasurer, Ext. 3310
Nate Saari, Past President, Ext. 3121
Larry Simpson, Senator (Odd), Ext. 3244
Barbara Mendoza, Senator (Odd), Ext. 3467
Chris Buzo, Senator (Odd), Ext. 3306
Michelle Johnson, Senator (Odd), Ext. 3527
Mia Navarro, Senator (Odd), Ext. 3205
Julie Curnett, Senator (Even), Ext. 3321
Rita Luna, Senator (Even), Ext. 7959
Sophie Adame, Senator (Even), Ext. 4851
John Cunningham, Senator (Even), Ext. 3679
Kassandra Davis-Schmall, Senator (Even), Ext. 3528

For more information, please follow this link:

<http://www.reedleycollege.edu/>

~Go to tab called "RC Online"

~Scroll down to tab called "Blackboard"

~Go to tab called "Organizations"

~Scroll all the way down and find the title "Organization Catalog"

~Scroll down and find the title "Reedley College"

~Scroll down and find the title "RC Classified Senate"

Professional Growth

Employees are eligible to participate in the professional growth plan after five (5) years of service.

Criteria for placement on the growth schedule is as follows:

- A. College units:
Actual unit value;
- B. Seminars/Workshops not taken on District time or at District expense:
Eight (8) hours is equivalent to $\frac{1}{2}$ unit;
- C. Proficiency examination/certificates of achievement:
Actual units or eight (8) hours = $\frac{1}{2}$ unit.

Petitions for advancement and documentation shall be forwarded directly to the Director of Human Resources by June 25, for implementation on July 1, of each year.

Disputed cases may be appealed to the Chancellor, or his/her designee. The decision of the Chancellor, or designee is final. All eligible credit may be used for this determination, exclusive of any requirements for initial employment. Credit shall be given for college units completed with a "C" or better. Growth steps, as indicated in the following placement chart, are additions to the employee's monthly base salary:

| | | | | |
|------------------|------|------|------|-------|
| Units completed: | 15 | 30 | 45 | 60 |
| Monthly amount: | \$25 | \$50 | \$75 | \$100 |

Those employed part-time, less than eight (8) hours per day, will be paid a pro rata share of the professional growth stipend.

A professional growth stipend shall cease when a person promotes into a class or position where the skills attained through professional growth are considered a minimum requirement for the new position. In no event shall the reduction in professional growth stipend cause an employee to receive less salary per month than that which he/she earned in the former position. You can also find this information in the contract at <http://intranet.scccd.net/HR/>

SECTION IV. 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; retaliation; the disability interactive discussion process; 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; Pregnancy Disability Leave Act; generational diversity; legally compliant strategies for diversity enhancement; and creating a culture of respect. 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. The purpose is to reinforce its commitment to having a workplace and academic environment in which everyone is treated with dignity and respect.