



DATE: August 26, 2024
TO: All Academic Employees
FROM: Tre'Shawn Hall-Baker, Ph.D.
Dean, Human Resources
SUBJECT: Welcome to Fall 2024

Welcome to the 2024-2025 academic year! We thank you for the great work and contribution to the success of the students at SMC. The information contained in this memorandum is intended to assist you in finding specific services and resources.

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

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

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

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

Please do not hesitate to contact a Human Resources (“HR”) staff member listed below if you have questions or concerns. The office is located at 2714 Pico Blvd., 2nd Floor, Suite 210.

You may also visit our HR website at <https://www.smc.edu/administration/human-resources/> or the public folders.

HUMAN RESOURCES GENERAL CONTACT INFORMATION	
OFFICE LOCATION	2714 Pico Blvd., 2 nd Floor., Santa Monica, California 90405

MAILING ADDRESS	1900 Pico Blvd., Santa Monica, California 90405
PHONE & FAX	Front Desk (310) 434-4415 General Fax (310) 434-4256 Leaves Fax (310) 434-4145
WEBSITE ADDRESS	https://www.smc.edu/administration/human-resources/
Questions, Comments, or Suggestions	HumanResources@smc.edu
WHO TO CONTACT?	
Don't know who to contact?	H.R. Front Desk humanresources@smc.edu (310) 434-4415
Employee Benefits including Health Insurance	Alysha DeLuna, Employee Benefits Coordinator deluna_alysa@smc.edu (310) 434-4523 Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Retirement	CalPERS (888) 225-7377 CalSTRS (800) 228-5453 NBS (800) 274-0503
Employee personal information changes/updates (i.e., address updates)	Change of Address Form Changes to your emergency contact information may be made online at https://www.smc.edu/stf
Leaves of absences, medical/disability related workplace concerns	Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Title IX	Vina Chin, Human Resources Analyst, Employee and Labor Relations Chin_Vina@smc.edu (310) 434-8071

<p>Professional Development</p>	<p>Abigail Orosz, Professional Development Coordinator (Temporary) profdevelopment@smc.edu</p>
<p>Hiring of Classified Employees & Merit Rules</p>	<p>Personnel Commission https://www.smc.edu/administration/human-resources/personnel-commission/ (310) 434-4410</p>
<p>Work Injury & Ergonomic Assistance: Risk Management Office</p>	<p>Daniel Phillips, Director, Safety and Risk Management phillips_daniel@smc.edu (310) 434-4318 Glaury Ariass, Insurance Program Specialist ariass_glaury@smc.edu (310) 434-4102</p>
<p>Questions or concerns for Managers</p>	<p>Sherri Lee-Lewis, Vice-President, Human Resources lee-lewis_sherri@smc.edu (310) 434-4419 Tre'Shawn Hall-Baker, Ph.D., Dean, Human Resources hallbaker_treshawn@smc.edu (310) 434-4170</p>
<p>Complaints</p>	<p>hrinquiries@smc.edu Unlawful discrimination/harassment, Title IX (sexual misconduct related complaints), and workplace violence/bullying https://www.smc.edu/administration/human-resources/complaints-concerns/</p>
<p>Payroll Contacts</p>	<p>Classified Staff, Classified Managers: Rhonda Robinson (310) 434-4824 Full-time Faculty/Academic Administrators: Faby Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelly Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992</p>
<p>SAFETY, EMERGENCIES OR POLICE ASSISTANCE</p>	<p>Campus Police (310) 434-4300 Non-Emergency calls (310) 434-4608 Outside SMC call 911 http://www.smc.edu/college_police</p>

Other departments	https://www.smc.edu/directory/index.php SMC Switchboard (310) 434-3010
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OFFICE OF HUMAN RESOURCES STAFF
Front Desk Main Line: 310-434-4415

	EMPLOYEE	PHONE / EMAIL
	Sherri Lee-Lewis Vice President-Human Resources	310-434-4419 lee-lewis_sherri@smc.edu
	Tre’Shawn Hall-Baker, Ph.D. Dean-Human Resources Academic recruitment, classified & academic employment, Title IX Deputy, FA contract related questions, FT Faculty & Administrator matters	310-434-4170 hallbaker_treshawn@smc.edu
	Vacant Director-Human Resources Unlawful Discrimination and Harassment, Title IX, and federal/state mandated training regarding unlawful discrimination, harassment, sexual harassment, and sexual misconduct	
Administrative Support	Diana Pennington Administrative Assistant III-Confidential Executive Assistant to the Vice President HR Senior Staff Support, HR Website	310-434-4002 pennington_diana@smc.edu
	Kristine Herrera Administrative Assistant II HR staff support, HR processing, evaluations, reasonable assurance, recruitment, unemployment, employment transaction processing	310-434-4723 herrera_kristine@smc.edu

	<p>Angela Lee Administrative Assistant I</p> <p>Administrative support, HR processing related to students, address changes, recruitment, and volunteers</p>	<p>310-434-4205 lee_angela1@smc.edu</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Benefits Team</p>	<p>Lugina Rogers Human Resources Analyst-Leaves & Benefits</p> <p>Leaves & Benefits, medical/disability related workplace concerns, ADA, and reasonable accommodation questions</p>	<p>310-434-4060 rogers_lugina@smc.edu</p>
	<p>Alysha DeLuna Employee Benefits Coordinator</p> <p>Employee/Retiree Health, Voluntary Benefits</p>	<p>310-434-4523 deluna_alysa@smc.edu</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Professional Development</p>	<p>Abigail Orosz Professional Development Coordinator (Temporary)</p> <p>Plans and facilitates various staff development and training programs for the College community.</p>	<p>310-434-4487 orosz_abigail@smc.edu profdevelopment@smc.edu</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">EEO / Labor</p>	<p>Vina Chin Human Resource Analyst-Employee & Labor Relations</p> <p>Title XI, Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees & students), management consultation, employee relations, labor relations</p>	<p>310-434-4981 Chin_Vina@smc.edu hrrinquiries@smc.edu</p>
	<p>Karen Monzon Human Resource Analyst-Employee & Labor Relations</p> <p>Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees & students), professional development, management consultation, employee relations, labor relations</p>	<p>310-434-4942 Monzon_karen@smc.edu hrrinquiries@smc.edu</p>

	<p>Yasmin Alpay Human Resource Technician</p> <p>FA & CSEA contract related processing, PSLF processing, onboarding, professional growth, and training</p>	<p>310-434-4921 alpay_yasmin@smc.edu</p>
Operations	<p>Delia Padilla Human Resources Analyst - Operations</p> <p>Classified Managers, Confidential staff, full-time classified employment, academic recruitment, unemployment, special reports, HR leadership, and special projects</p>	<p>310-434-4417 padilla_delia@smc.edu</p>
	<p>Debra Willoughby Human Resources Specialist</p> <p>HR processing related to Temporary and Non-merit employment, employment verifications, unemployment, and student employment</p>	<p>310-434-4760 willoughby_debra@smc.edu</p>
	<p>Dawn Noguera Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4881 noguera_dawn@smc.edu</p>
	<p>Anisha DiGregorio Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4374 digregorio_anisha@smc.edu</p>
	<p>Yesenia Penate Human Resources Specialist</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4731 penate_yesenia@smc.edu</p>

<p>Demi Rodriguez Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4928 rodriguez_demi@smc.edu</p>
EMPLOYMENT RESOURCES	
<p>Office of Human Resources - Academic Employment, Administrative/Non-Teaching Faculty Employment</p>	<p>https://www.smc.edu/administration/human-resources/employment/</p>
<p>Personnel Commission – Classified Employment (All non-teaching staff)</p>	<p>https://www.smc.edu/administration/human-resources/personnel-commission/</p>
<p>Student Employment/Financial Aid On-Campus</p>	<p>310-434-4343 https://www.smc.edu/admission-aid/financial-aid-scholarships/</p>
<p>Career Services Center On-Campus</p>	<p>310-434-4337 https://www.smc.edu/student-support/career-services/</p>

IMPORTANT DATES & DEADLINES

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

The following dates and deadlines will assist you in your planning for the 2023-2024 college academic year.

August 21, 2024 **Departmental Professional Development (Flex) day**

August 22, 2024 **Institutional Professional Development (Flex) Day** - The day's events are planned by the Professional Development Committee.

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

IMPORTANT DISTRICT POLICIES & PROCEDURES

Please review and abide by the District’s Board Policies and Administrative Regulations. The District’s Board Policies and Administrative Regulations can be accessed at: <https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>

DISTRICT RESOURCES

Crime in the Workplace

Contact College Police, ext. 4300

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

Care & Prevention Team

<https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/index.php>

SMC

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

EASE – Employee Assistance Service for Education Program

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

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

Equal Employment Opportunity Plan

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

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

Emergency Contact Information

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

Faculty Association Agreement, MOU's & Documents of Interest

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

Faculty & Staff Diversity Reports

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

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

Faculty Handbook

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

Injury on the Job/Workplace Safety

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

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

Daniel Philips (310) 434-4318

Director of Safety & Risk Management

Glaurys Ariass (310) 434-4102

Insurance Program Specialist

Mandated Reporter Status

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

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

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

On-Campus Telephone Directory

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

District Telephone Directory

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

Payroll

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

Personal Information - Changes/Updates

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

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

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

LEAVES OF ABSENCE PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

What types of absences are covered by personal necessity?

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

Common types are: absences resulting from an immediate family member’s illness or from an accident involving the employee’s property. Also, up to 24 hours of personal necessity annually can be used for matters of compelling personal importance. For a complete list, please see 17.5 of the District-FA Collective Bargaining Agreement.

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

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

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

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

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

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

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

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

Please contact Lugina Rogers, HR Analyst, Leaves & Benefits 310-434-4060 or rogers_lugina@smc.edu.

Where can I get more information about leaves?

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

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