



DATE: August 26, 2024

TO: All Classified Staff and Supervisors

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

Dean, Human Resources

SUBJECT: Welcome to Fall 2024

Welcome to **Fall 2024**! Thank you for your work and contributions to SMC. More importantly, thank you for the role you play in the success of the students at SMC. The following information serves as a resource guide to assist with locating 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 locked to visitors. Visits should be scheduled in advance with the appropriate representative.

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

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

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

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

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

MAILING ADDRESS	1900 Pico Blvd., Santa Monica, California 90405
PHONE & FAX	Front Desk (310) 434-4415 General Fax (310) 434-4256 Leaves Fax (310) 434-4145
WEBSITE ADDRESS	https://www.smc.edu/administration/human-resources/index.php
COMMENTS OR SUGGESTIONS	smchrcommentboard@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_alysha@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@snc.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 Glaurys Ariass, Insurance Program Specialist ariass_glaurys@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) 434-4027 Full-time Faculty/Academic Administrators: Berta "Faby" Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelley Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992</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, FA contract related questions, FT Faculty & Administrator matters, general employment related 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, classified evaluations, reasonable assurance, academic recruitment	310 -434-4723 herrera_kristine@smc.edu

	<p>Angela Lee Administrative Assistant I</p> <p>Administrative support, HR processing related to student workers, address changes, recruitment, and volunteers</p>	<p>310-434-4415 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</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 IX, Unlawful discrimination/harassment/sexual harassment, sexual misconduct complaints, investigations (employees & students)</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, FA & CSEA contract related questions</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 questions, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4921 alpay_yasmin@smc.edu</p>
<p>Delia Padilla Human Resources Analyst - Operations</p> <p>Classified Managers, Confidential staff, full-time classified employment, academic recruitment, unemployment, special reports, and projects</p>	<p>310-434-4417 padilla_delia@smc.edu</p>
<p>Debra Willoughby Human Resources Specialist</p> <p>HR processing related to Temporary and Non-merit employment, employment verifications, unemployment, and student employment</p>	<p>310-434-4760 willoughby_debra@smc.edu</p>
<p>Dawn Noguera Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, benefits, and retirement</p>	<p>310-434-4881 noguera_dawn@smc.edu</p>
<p>Anisha DiGregorio Human Resources Specialist</p> <p>HR processing related to Faculty, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4374 digregorio_anisha@smc.edu</p>
<p>Yesenia Penate Human Resources Specialist</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>310-434-4731 penate_yesenia@smc.edu</p>

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

IMPORTANT DATES & DEADLINES

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

<p>Important District dates including campus closures, holidays, etc.</p>	<p>https://www.smc.edu/administration/human-resources/district-calendar.php</p>
<p>June 1</p>	<p>For 12 month classified employees, a <i>Vacation Schedule</i> for the ensuing 12 months may be submitted to supervisor. Please use Report of Absence forms to submit vacation schedules.</p> <p>Please see CBA Article 9.2.6 for more information.</p>
<p>November 1</p>	<p>For 12 month classified employees, a <i>Vacation Schedule</i> for the ensuing 12 months may be submitted to supervisor. Please use Report of Absence forms to submit vacation schedules. Please see CBA Article 9.2.6 for more information.</p>

<p>2024-25 Winter Break: December 24-31, 2024 January 1, 2025</p>	<p>Less-than-12 month classified employees will normally take all or part of their Vacation period at winter and spring recess, unless their immediate supervisor schedules them otherwise.</p> <p>Please see CBA Article 9.2.2 for more information.</p>
<p>January 1 to February 1</p>	<p>Mid-Year Check on Vacation Schedules – 12- month employees shall meet with their immediate supervisors to discuss their vacation plans. In the event that an employee has not scheduled all of his/her earnable vacation for the particular year, the employee and the supervisor shall mutually schedule any remaining days.</p>
<p>2024 Spring Break: April 14-18, 2025</p>	<p>Less-than-12 month classified employees will normally take all or part of their Vacation period at winter and spring recess, unless their immediate supervisor schedules them otherwise.</p> <p>Please see CBA Article 9.2.2 for more information.</p>
<p>No set deadline (on-going)</p>	<p>Professional Development Funds are available for classes, conferences and workshops taken during an employee’s non-work hours.</p> <p>Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/</p>
<p>No set deadline (on-going)</p>	<p>SMC Classes may be taken by classified employees and the tuition will be waived by the District. Also, monies are available for reimbursement of instructional materials required for SMC classes.</p> <p>Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/Classified-Staff-Waiver-Program.php</p>
<p>No set deadline (on-going)</p>	<p>Request for Educational Pay Differential must be submitted by this deadline.</p> <p>Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/Classified-Staff-Educationa-Pay-Program.php</p>

IMPORTANT DISTRICT POLICIES & PROCEDURES

Please review and abide by the District’s Board Policies and Administrative Regulations. The District’s Board Policies and Administrative Regulations can be accessed at:

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

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

COMMONLY ASKED ABOUT BOARD POLICIES & ADMINISTRATIVE REGULATIONS	
Institutional Code of Ethics <i>Board Policy 3050</i> <i>Administrative Regulation 3050</i>	The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values and goals: Fairness, Responsibility, Integrity and Civility. See also: <i>Board Policy 2715 Code of Ethics/Standards of Practice.</i>
Drug-Free Environment & Drug Prevention Program <i>Board Policy 3550</i>	“It is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and... appropriate action will be taken against an employee violating this regulation...” Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.
Equal Employment Opportunity (EEO) <i>Board Policy 3420</i> <i>Administrative Regulation 3420</i>	The SMCCD is committed to the principles of equal employment opportunity (EEO). The District will provide equal employment opportunity in accordance with all applicable federal, state, and local laws, and will implement a comprehensive program to put those principles into practice.
Nondiscrimination and Prohibition of Harassment <i>Board Policy 3410</i> <i>Board Policy 3430</i> <i>Administrative Regulation 3430</i> <i>Administrative Regulation 3435</i>	All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated...The District shall be free of unlawful discrimination, sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

<p>Title IX Sexual and Other Assaults on Campus</p> <p><i>Board Policy 3540</i> <i>Administrative Regulation 3434</i></p>	<p>“Any sexual assault or physical abuse, including, but not limited to rape as defined by California law committed by an employee, student or member of the public that occurs on District property or at District activities is a violation of District policies and administrative regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual misconduct shall be treated with dignity and provided comprehensive assistance.” <i>BP 3540</i></p> <p>Please see the <i>Board Policy and Administrative Regulation 3434 Prohibition of Sexual Harassment Under Title IX</i> for more information.</p>
<p>Smoke Free Campus</p> <p><i>Board Policy 3570</i></p>	<p>“Santa Monica College is committed to providing a healthy, comfortable and productive environment, free from the effects of second-hand smoke, for its students, faculty and staff. Smoking shall not be permitted in any District building, vehicle or facility, or on District grounds.”</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>
<p>Workplace Violence</p> <p><i>Board Policy 3510</i> <i>Administrative Regulation 3510</i></p>	<p>SMC prohibits workplace and campus violence and strongly promotes civility in the workplace and on campus.</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>

PROCEDURES FOR ABSENCES – CLASSIFIED EMPLOYEES

What notice do I have to provide if I am absent from work due to illness or personal necessity?

District-CSEA Collective Bargaining Agreement Article 7.1.9:

Employees shall notify their immediate supervisor or designee in advance of all absences in accord with the following requirements:

- a. For **day shift employees**, notification shall be provided **at least 30 minutes prior** to the commencement of the shift.
- b. For **employees on the swing or graveyard shift**, notification shall be provided **two (2) hours** prior to the commencement of the shift, unless the immediate supervisor notifies the employee that a later time for such notification is authorized.

Employees shall indicate the reasons for their absences and the intended day of their return to work.

H.R. Note: When the employee calls in, the employee can simply state the general reason such as “illness” or “personal necessity” or “bereavement” or so on.

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

District-CSEA Collective Bargaining Agreement Article 7.2.8: _

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

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

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

District-CSEA Collective Bargaining Agreement 7.1.7: _

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

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

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

District-CSEA Collective Bargaining Agreement Article 9.2.1: _

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

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

When may I use personal necessity leave?

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

District-CSEA Collective Bargaining Agreement Article 7.5.1.2:

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

HR Note: Employees must specify the type of personal necessity on the Report of Absence form.

May I use vacation days when I am absent due to illness or injury?

District-CSEA Collective Bargaining Agreement Article 7.2.6:

...In the event that an employee has exhausted all accumulated sick leave credit, the employee may, upon written notice to the District, use accrued and unused vacation days to supplement the exhausted sick leave; this time should be reported as illness.

HR Note: Employee has to provide “written notice” to the District to use vacation days to supplement exhausted sick leave.

Where can I get more information about leaves?

Please see Article 7 of the District-CSEA Collective Bargaining Agreement.

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

COMMONLY ASKED QUESTIONS – WORK SCHEDULES & OVERTIME – CLASSIFIED EMPLOYEES

Work schedule	Generally, classified employees should follow set work schedules. In most situations, an employee should deviate from a set work schedule only if the employee has obtained prior approval from the supervisor or the employee needs to be absent due to a reason of illness or personal necessity.
Remote Work Agreement	To submit a Remote Work Agreement, log into Adobe Sign here: https://auth.services.adobe.com/en_US/deeplink.html#/ Look for the workflow titled HR-Remote Work Agreement.
15-minute breaks	Generally, classified employees should take their 15-minute paid breaks at the times or within the time periods scheduled. Please see <u>Article 3.6.2 of the District-CSEA CBA</u> for more information.
Meal Periods	Generally, classified employees should take their unpaid lunch breaks at the times or within the time periods scheduled. Please see <u>Article 3.6 of the District-CSEA CBA</u> for more information.
Start & end of shift	Generally, classified employees should not start working before the scheduled start time or after the end of the scheduled end time of the work shift.

Overtime/Comp-time	Overtime and comp-time must be authorized in advance by the supervisor or other management personnel. All overtime/comp-time must be reported on the “Authorization for Overtime/Comp-time” form. Please see <i>Article 3.2, 3.3 & 3.4 of the District-CSEA CBA</i> for more information.
Questions	Please contact: HumanResources@smc.edu

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/>

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

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

<https://www.smc.edu/administration/human-resources/employee-resources/csea-agreements-documents-of-interest.php>

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 & 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.

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

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

Mandated Reporter Status

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

To report child abuse, go to this link: <https://dcfs.lacounty.gov/contact/report-child-abuse/>

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.

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. 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.