



DATE: August 29, 2025

TO: All Classified Staff and Supervisors

FROM: Vina Chin, JD
Director, Human Resources

SUBJECT: Welcome to Fall 2025

Welcome to **Fall 2025**! 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 a moment to update your employee emergency contact information by visiting:

<https://www.smc.edu/stf>

The Human Resources ("HR") Office is located in the Administration Building 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.

Please note: the Administration Building is not open to public access. Visits and appointments should be scheduled in advance with an SMC HR personnel.

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 the HR personnel below if you have questions or concerns.

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://admin.smc.edu/administration/human-resources/index.php
COMMENTS OR SUGGESTIONS	smchrcommentboard@smc.edu
WHO TO CONTACT?	
Don't know who to contact?	HR 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)	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
Professional Development	Abigail Orosz Professional Development Coordinator profdevelopment@smc.edu orosz_abigail@smc.edu (310) 434 – 4487

Classified (non-teaching) Employee Hiring, Classification, Compensation and Merit Rules	Personnel Commission (310) 434 – 4410 personnel_commission@smc.edu
Title IX	Vina Chin Director, Human Resources Chin_Vina@smc.edu (310) 434 – 8071
Work Injury & Ergonomic Assistance Risk Management Office	Daniel Phillips Director, Safety and Risk Management phillips_daniel@smc.edu (310) 434 – 4318 Glaury Ariass Insurance Program Specialist ariass_glaury@smc.edu (310) 434 – 4102
Questions or concerns for Managers	Tre'Shawn Hall-Baker, Ph.D. Vice-President, Human Resources hallbaker_treshawn@smc.edu (310) 434 – 4170 Vina Chin Director, Human Resources Chin_Vina@smc.edu (310) 434 – 8071
General Inquiries and Complaints	Human Resources: Complaints & Concerns General Inquiries: HumanResources@smc.edu Complaints (Unlawful discrimination/harassment, Title IX sexual harassment/misconduct, and workplace violence/bullying): h rinquiries@smc.edu
Payroll Contact	Classified Staff, Classified Managers: Rhonda Robinson robinson_rhonda@smc.edu (310) 434 – 4027 Full-time Faculty/Academic Administrators: Berta “Faby” Hernandez hernandez_faby@smc.edu (310) 434 – 4233 Part-time Faculty: Alvin Ponce ponce_alvin@smc.edu (310) 434 – 4329 Student Workers:

	<p>Shelley Williams williams_shelley@smc.edu (310) 434 – 4236</p> <p>Temporary Employees: Jenia Soufian soufian_jenia@smc.edu (310) 434 – 4992</p>
SAFETY, EMERGENCIES, OR POLICE ASSISTANCE	<p>SMC Police Department Campus Police (310) 434 – 4300 Non-Emergency calls (310) 434 – 4608 EMERGENCY 911</p>
Other Departments	<p>SMC Directory SMC Switchboard (310) 434 – 3010</p>

OFFICE OF HUMAN RESOURCES STAFF
Front Desk Main Line: (310) 434 – 4415

EMPLOYEE		PHONE / EMAIL
Administrative Support	<p>Tre'Shawn Hall-Baker, Ph.D. Vice President, Human Resources</p>	<p>(310) 434 – 4170 hallbaker_treshawn@smc.edu</p>
	<p>Vacant Director, Human Resources</p> <p>Academic recruitment, classified & academic employment, FA contract related questions, FT Faculty & Administrator matters, general employment related matters</p>	
	<p>Vina Chin, JD Director, Human Resources</p> <p>Employee and Labor Relations (FA, CSEA, SMCPOA), Compliance, Unlawful Discrimination and Harassment, Title 5, Title IX, Federal/State mandated training regarding unlawful discrimination, sexual harassment, and sexual misconduct, Investigations (employees & students)</p>	<p>(310) 434 – 8071 Chin_Vina@smc.edu</p>
	<p>Diana Pennington Administrative Assistant III-Confidential Interim Project Manager, Culturally Responsive Pedagogy Executive Assistant to the Vice President</p>	<p>(310) 434 – 4002 pennington_diana@smc.edu</p>

	HR Senior Staff Support, HR Website Manages the Culturally Responsive Pedagogy grant and activities	
	Vacant Administrative Assistant II HR staff support, classified evaluations, reasonable assurance, academic recruitment	
	Hannah Mock Administrative Assistant I EpiCenter	(310) 434 – 8122 mock_hannah@smc.edu
Benefits Team	Lugina Rogers Human Resources Analyst-Leaves & Benefits Leaves & Benefits, medical/disability related workplace concerns, ADA, and reasonable accommodation questions	(310) 434 – 4060 rogers_lugina@smc.edu
	Alysha DeLuna Employee Benefits Coordinator Employee/Retiree Health, Voluntary Benefits	(310) 434 – 4523 deluna_alysa@smc.edu
Professional Development	Abigail Orosz Professional Development Coordinator Plans and facilitates various staff development and training programs for the College community.	(310) 434 – 4487 orosz_abigail@smc.edu profdevelopment@smc.edu
EEO/Labor	Karen Monzón Human Resource Analyst-Employee & Labor Relations Olga Vasquez Human Resource Analyst-Employee & Labor Relations (WOC) Employee & Labor Relations, Compliance, Unlawful discrimination/harassment/sexual harassment complaints/training and investigations (employees & students), professional development, union contracts related questions (FA, CSEA, SMCPOA)	(310)434-4942 monzon_karen@smc.edu (310) 434 – 3513 Vasquez_Olga@smc.edu hrrinquiries@smc.edu

Operations Team	<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>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>Anisha DiGregorio Human Resources Technician</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>Dawn Noguera Human Resources Technician</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>Demi Rodriguez Human Resources Technician</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>
	<p>Debra Willoughby Human Resources Technician</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>Kristine Herrera Human Resources Specialist</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>(310) 434 – 4723 herrera_kristine@smc.edu</p>
EMPLOYMENT RESOURCES		

Office of Human Resources – Faculty and Academic Administrator Employment	<i>Jobs at Santa Monica College</i>
Personnel Commission – Classified Employment (non-teaching positions)	<i>SMC Employment Opportunities</i>
Student Employment/Financial Aid On-Campus	(310) 434 – 4343 <i>Financial Aid & Scholarships</i>
Career Services Center On-Campus	(310) 434 – 4337 <i>Career Services Center</i>

IMPORTANT DATES & DEADLINES

The following dates and deadlines will assist you in planning for the 2025-2026 academic year.
Click on [Bargaining Unit Agreements, Documents of Interest, and MOUs](#) to view the CBA.

Important District dates including campus closures, holidays, etc.	<i>District Calendar</i>
June 1	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.
November 1	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.
2025-26 Winter Break: December 24, 2025 - January 1, 2026	Less-than-12 month classified employees will normally take all or part of their <i>Vacation</i> period at winter and spring recess, unless their immediate supervisor schedules them otherwise. Please see CBA Article 9.2.2 for more information.
January 1 to February 1	<i>Mid-Year Check on Vacation Schedules</i> – 12- month employees shall meet with their immediate supervisors to discuss their vacation plans. In the event that an employee has not scheduled all of his/her earnable vacation for the particular year, the employee and the supervisor shall mutually schedule any remaining days.

2026 Spring Break: April 13 - 17, 2026	Less-than-12 month classified employees will normally take all or part of their <i>Vacation</i> period at winter and spring recess, unless their immediate supervisor schedules them otherwise. Please see CBA Article 9.2.2 for more information.
No set deadline (on-going)	<i>Professional Development Funds</i> are available for classes, conferences and workshops taken during an employee's non-work hours. Please see the H.R. website for more information about requirements and procedures: https://www.smc.edu/administration/human-resources/professional-development/
No set deadline (on-going)	<i>SMC Classes</i> may be taken by classified employees and the tuition will be waived by the District. Also, monies are available for reimbursement of instructional materials required for SMC classes. Please see the H.R. website for more information about requirements and procedures: Classified Staff Waiver Program
No set deadline (on-going)	<i>Request for Educational Pay Differential</i> must be submitted by this deadline. Please see the H.R. website for more information about requirements and procedures: Classified Staff Educational Pay Differential Program

IMPORTANT DISTRICT POLICIES & PROCEDURES

Please review and adhere to 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>	<p>The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values and goals: Fairness, Responsibility, Integrity and Civility.</p> <p>See also: <i>Board Policy 2715 Code of Ethics/Standards of Practice.</i></p>
Drug-Free Environment & Drug Prevention Program <i>Board Policy 3550</i>	<p>"It is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and... appropriate action will be taken against an employee violating this regulation..."</p> <p>Please see the applicable Board Policy(s) and/or Administrative Regulation(s) for more information.</p>

<p>Equal Employment Opportunity (EEO)</p> <p><i>Board Policy 3420</i> <i>Administrative Regulation 3420</i></p>	<p>The SMCCD is committed to the principles of equal employment opportunity (EEO). The District will provide equal employment opportunity in accordance with all applicable federal, state, and local laws, and will implement a comprehensive program to put those principles into practice.</p>
<p>Nondiscrimination and Prohibition of Harassment</p> <p><i>Board Policy 3410</i> <i>Board Policy 3430</i> <i>Administrative Regulation 3430</i> <i>Administrative Regulation 3435</i></p>	<p>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>
<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 HR so that HR 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 <i>Article 3.6.2 of the District-CSEA CBA</i> 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 <i>Article 3.6 of the District-CSEA CBA</i> 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

[SMC Police Department](#)

[Care and 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](#)

[EASE - Employee Assistance Service for Education Program](#)

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

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.surveymzmo.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

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.

Safety & Risk Management

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

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

Mandated Reporter Status

California Department of Education: Child Abuse Identification & Reporting Guidelines

To report child abuse, go to the [Los Angeles County Department of Children and Family Services](#) website

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.

Personal Information - Changes/Updates

You may update or change your personal information currently on file with the Office of Human Resources by completing the appropriate form/s available at [Human Resources Forms](#). **Please note:** Your personal address, otherwise known as your “address of record” cannot be a District address.

For example: If you have moved, please 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.

Links to: [District Telephone Directory](#) [Payroll](#)