



Nancy Chan &lt;nchan@cca.edu&gt;

---

## [Staff-I] HR News: Coronavirus Update, Staff Professional Development Week, Benefits, 2020 Mileage, and Chair Massages!

---

Human Resources &lt;hr@cca.edu&gt;

Fri, Jan 31, 2020 at 3:30 PM

To: staff-l@lists.cca.edu, faculty-l@lists.cca.edu



### STAFF & FACULTY WEEKLY UPDATE

Good Afternoon CCA Community!

The following are a few key announcements.

---

#### HEALTH UPDATE

##### **Novel Coronavirus 2019–nCoV**

As the scope of the recent outbreak of novel coronavirus (2019–nCoV) continues to grow, many in our community are concerned for the health of their loved ones, especially in China, and how they can protect their own health. CCA is working closely with the San Francisco Department of Public Health (SFDPH) and following guidance from the Centers for Disease Control and Prevention (CDC) other officials. Currently, there have been very few reported cases and no fatalities in the United States, and the risk of contracting the illness remains very low. We have created [a Portal page](#) with information and resources for the CCA community that will be updated as new information and resources become available.

---

#### HUMAN RESOURCES UPDATES

##### **Staff Professional Development Week**

We are excited to start planning the curriculum for our annual staff professional development week, which will be hosted in late March 2020. In order to best tailor this week to our staff, please take a few minutes to complete [this survey](#), and share your

thoughts around professional development and training. Thank you in advance for your feedback!

Questions? Please contact [hr@cca.edu](mailto:hr@cca.edu).

### **Free Retirement and Financial Planning**

As a reminder, CCA partners with SageView Advisory Group, TIAA and Claremont EAP to provide consulting services on financial planning at no cost to employees. You can schedule an individual appointment with the following representatives:

#### **SageView Retirement Consultants**

David Shnapek

408.757.4441

[dshnapek@sageviewadvisory.com](mailto:dshnapek@sageviewadvisory.com)

William Posch

650.446.3339

[wposch@sageviewadvisory.com](mailto:wposch@sageviewadvisory.com)

#### **TIAA Retirement Resources**

To Schedule an Office or Virtual Retirement Counseling Session

800.732.8353

Retirement Planning or Advice

855.728.8422

#### **Claremont Employee Assistance Program (EAP)**

Talk with a financial coach who can assist with budgeting, retirement planning, debt consolidation and auto and real estate purchasing.

800.834.3773

Questions? Please contact [benefits@cca.edu](mailto:benefits@cca.edu)

---

## **BUSINESS OFFICE UPDATE**

### **2020 Mileage Reimbursement**

Beginning on January 1, 2020, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 57.5 cents per mile driven for business use, down one half of a cent from the rate for 2019,
- 17 cents per mile driven for medical or moving purposes, down three cents from the rate for 2019, and
- 14 cents per mile driven in service of charitable organizations.

Questions? Please contact Beth Walton at [ewalton@cca.edu](mailto:ewalton@cca.edu)

## **STAFF ADVISORY COMMITTEE UPDATE**

### **Chair massage appointments are back!**

Faculty and Staff are invited to book 15 minute appointments on both the San Francisco & Oakland Campuses.

- Please leave space for others to take advantage of this opportunity by booking a maximum of one appointment per month (unless filling a last-minute cancellation).
- If no appointments are available on your preferred date, check back later for last-minute cancellations. Additional appointments are posted every couple of weeks.
- As a courtesy to others, please cancel appointments if your schedule changes and you cannot attend.

**When:** Tuesday February 4th & 11th | **SF:** 11:00 a.m. - 2:15 p.m and **OAK:** 11:00am-12:30pm

**Where:** Oakland: room Four Plex (Above HR)  
San Francisco: 80 Carolina, room varies (check calendar)

Please [sign up here](#) for appointments.

## **JOB OF THE WEEK**

We are actively recruiting for an [Financial Accounting Manager](#) to join the Business Service Office. Employee referrals and reaching out to your networks is often the best way to find top talent. Please pass the opportunity along!

Visit the [CCA jobs page](#) for all of our current openings.

## **WELLNESS TIP**

CCA Employees can receive multiple discounts using Benefit Hub! To see what discounts are offered please visit <https://www.benefithub.com/> .

## **Reach out to your HR Team!**

For general assistance, please email us at [hr@cca.edu](mailto:hr@cca.edu) or call the HR hotline at 510.594.3700.

## **Claremont Employee Assistance Program (EAP)**

CCA provides benefit eligible employees with support for a wide variety of challenges through the Claremont EAP. If you or a family member needs assistance with

personal, family or work-life balance issues, you can contact the EAP for confidential assistance at **800.834.3773**. Benefits include up to five free counseling sessions per incident per household member and referrals to help you deal with a wide variety of life issues.

### Anonymous Employee Comment Form

HR has designed a [new form](#) to provide an outlet for employees (faculty, staff and student workers) to share anonymous feedback, suggestions, comments, questions, or general concerns regarding CCA. Responses submitted via this form have no record of the sender and will be reviewed initially by Human Resources.

### Submitting Content for the HR Newsletter

If you are looking to include content in the HR Newsletter, please submit your content to [hr@cca.edu](mailto:hr@cca.edu) by EOD Wednesdays. Mary Aymor will be compiling the content on a weekly basis. The HR Newsletter is sent out generally weekly, on Fridays.

---

--

#### HUMAN RESOURCES DEPARTMENT

[hr@cca.edu](mailto:hr@cca.edu) | o 510.594.3700, option 3



California College  
of the Arts

5223 Broadway Terrace | Oakland, CA | 94618

---

Staff-I mailing list

[Staff-I@lists.cca.edu](mailto:Staff-I@lists.cca.edu)

<http://lists.cca.edu/mailman/listinfo/staff-I>