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[Staff-I] HR News: COVID-19 Update, Professional Development, and Messages!

Human Resources <hr@cca.edu>

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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.

HR UPDATES**Public Health Announcement: Novel Coronavirus (COVID-19)**

CCA has created a Portal page with resources and information related to COVID-19 and the novel coronavirus. This page will be updated with new information as the situation evolves, and includes links to helpful sources of information as well as contact information for campus resources available to students, faculty, and staff.

[CCA Novel Coronavirus / COVID-19 Resource Page](#)

This situation is causing anxiety for many, and may be particularly difficult for students who are far from home and loved ones. In line with our values as a community, please help ensure that those around you are supported and treated with compassion and respect. If you or someone you know in our community would like assistance managing concerns related to this situation, please [contact HR](#) regarding staff and faculty, or complete a [CCA Cares Form](#) to share concerns about students.

Update on Staff Professional Development Weeks

After multiple conversations with senior leadership over the last few weeks, we

have made the decision to postpone staff professional development week until the summertime. As we all know, there are many initiatives happening at CCA right now, and we want to ensure that staff have the opportunity to participate in these development sessions. The new tentative dates will now be June 1 - June 12. Please reach out to hr@cca.edu with any questions

STAFF ADVISORY COMMITTEE UPDATE

Chair Messages

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 March 10th & 17th | **SF:** 11:00 a.m. - 2:15 p.m and **OAK:** 11:00am-12:30pm

Where: Oakland: 4 Plex, Broadway Terrace. Entrance is next to HR, room is above HR Office (No elevator, fyi). Security Code: Press 2+4 together then 3

San Francisco: 80 Carolina, room 206

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

JOB OF THE WEEK

We are actively recruiting for an [Administration & Engagement Coordinator](#) for the Wattis. Employee referrals and reaching out to your networks is often the best way to find top talent. Please pass the opportunity along! Contact [Rebecca Reynolds](#), Interim Talent Manager, if you have any leads.

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

Reach out to your HR Team!

For general assistance, please email us at 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 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 | ☎ 510.594.3700, option 3



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Staff-I mailing list

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