



Nancy Chan <nchan@cca.edu>

[Staff-I] HR NEWS: CCA Community Response, Interim Reimbursement Policy, Retirement CARES

Human Resources <hr@cca.edu>

To: Human Resources <hr@cca.edu>

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

Fri, Apr 10, 2020 at 6:13 PM

**Dear Awesome Colleagues,**

We made it through our fourth week! It sure hasn't been easy, but we are becoming more accustomed to this new normal - the challenges and the silver linings. This week we piloted our first community check-in hosted by Staff Advisory Committee. We enjoyed seeing pets and children on Zoom and brainstorming ideas for further engagement -- such as virtual talent shows, stretching sessions and games, and also affinity groups. We'd love to consider a joint session with faculty who are interested in community connection. More to come soon!

As we continue to maintain our strong sense of community, please check out the updates below, including and also how the CCA community is supporting personal protective equipment (PPE) efforts for healthcare workers.

Please continue to visit the [HR Workplace Guidelines](#) page on the Portal for the most recent updates.

Onward!

Leslie

[STAFF ADVISORY COMMITTEE \(SAC\) UPDATE](#)**CCA Community Response to COVID-19: Call to Action!**

SAC is organizing information about the various ways our community is responding to

COVID-19. We are here to **connect, support, and amplify** our amazing community of makers who are responding to COVID-19 through creative projects of all types. We've heard about many faculty and staff initiated projects already - [Please fill out this short form here to let us know more!](#)

HR UPDATE

Interim Reimbursement Policy for Remote Worker Expenses- Expenses for Incremental Costs of Work-Use of Personal Equipment and Resources:

The current public health emergency has created the need to move towards a more remote work environment. It has also created the realization that the College needs to improve access by its faculty and staff to reasonable expense reimbursement for incremental (or additional) costs to them by use of their personally-owned equipment for remotely performing their assigned College work duties, such as laptop, home internet, cell phone, etc. A final policy to be issued by June 1, 2020 will provide reimbursement amounts for those who have incurred such incremental costs and a time frame and process for making requests.

If you think you have or will be incurring incremental costs, you must email the [Provost's office](#) (faculty) or your department head (staff) and identify the equipment and resources and what you think is adding incremental costs to you, and ask them if this work use is approved. The final policy will allow reimbursement for approved use, only. No need to file for reimbursement now.

BENEFIT UPDATES

Retirement CARES Act provisions affecting retirement plans:

We know that keeping you and your family healthy and safe amid the challenges surrounding COVID-19 needs to be your first priority. That's why we're working with our retirement plan partners at TIAA to break down the provisions in the act to make them easier to understand so you can determine if they may be right for you. Participants in the CCA retirement plan through TIAA now have the following options available to you as a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act.

- Penalties and withholding are waived for qualified distributions from retirement plan accounts
- Retirement plan loan limits have been increased
- Optional suspension of required minimum distributions (RMDs) for 2020

For more information, please [click here](#) for frequently asked questions (FAQs) or call [TIAA](#) at 855-400-4294.

Retirement Resource on Market Volatility:

- Register for the free SageView webinar, [Simple Budgeting Steps During a Challenging Period](#), by [clicking here](#).
 - When: Thursday, April 16th, 8:30am-9:30am PST

Health Insurance:

Medical services: Blue Shield and Kaiser made ALL virtual health care visits (not just associated with COVID-19) available to its members without copays, coinsurance or deductibles through May 31, 2020. They are discouraging you from going to the doctor's office for other illnesses and risk being exposed to COVID-19, so whenever possible, utilize the telemedicine option for non-emergency services.

- Blue Shield members can access a virtual care option such as Teladoc before seeking in-person care. Please call 1-800-Teladoc (835-2362) or visit [Teladoc.com/bsc](https://www.teladoc.com/bsc).
- Kaiser members can schedule a phone or video appointment with their doctor or speak to a 24/7 Advice Nurse by calling 1-866-454-8855 or visit kp.org/appointments.

COVID-19 testing: Currently, Kaiser and Blue Shield do not recommend testing people who are not showing symptoms of COVID-19 (cough, fever, difficulty breathing). For patients with symptoms that meet the criteria, they will make appropriate arrangements for testing. You will not have to pay for costs related to COVID-19 screening or testing.

Kaiser and Blue Shield will not charge member cost-sharing (including, but not limited to, copays, deductibles, and coinsurance) for all medically necessary screening and testing for COVID-19. In the event you are diagnosed with COVID-19, additional services, including hospital admission (if applicable) will be covered and charged according to your normal plan coverage rules.

WORKDAY UPDATE**Language Proficiency & Professional Profile:**

We wanted to share that a new field has been enabled in Workday as a part of your employee profile - *Languages*. This allows you to specify language proficiency. This tab is optional.

To make an addition, please follow these simple steps:

- Go to Overview in your employee profile
- Select the Languages tab
- Click Add and fill in the details

Edits can be made at any time and multiple languages can be added.

Additionally, feel free to also update your Professional Profile tab with education and skills details as well.

OPERATIONS UPDATE- CAMPUS ACCESS REMINDER

CCA Campuses is accessible to students, faculty, and staff to retrieve personal and work items during the following days/hours:

- **SF Campus:** Tuesday and Thursdays 11a-1p
- **Oakland Campus:** Monday and Wednesdays 11a-1p

When you arrive at campus contact Public Safety at:

- **SF patrol phone: 415-726-2061**
- **Oakland patrol phone: 510-385-1821**

Public Safety will meet you, check your ID, have you sign in, provide necessary access and wait until you leave to secure the building. For the safety and security of all, **PLEASE BRING YOUR CCA ID TO SHOW THE PUBLIC SAFETY OFFICER!**

For Access to **Dogpatch**, to retrieve personal items only:

- Keycard access is available (until further notice) on **Mondays, 11a -2p and Wednesdays, 3p-6p**. This access is only to retrieve items. A member of the Facilities or Public Safety teams will be there to assure that the facilities are secure by 2p on Mondays and 6p on Wednesdays.

Questions? Please reach out directly to Noel Knille at nknille@cca.edu.

WELLNESS TIPS OF THE WEEK

One Medical Webinar: Helping employees stay healthy and productive while working from home.

The session includes the following information:

- Covid-19 - The Latest
- Focus & Productivity
- Mental Health
- Physical health
- Tools to support your teams

To view this video session presented by Natasha Bhuyan, MD please click [here](#).

To view this sessions presentations slides please click [here](#).

COVID-19 Support Resources provided by Work/Life Partner, WPO. Flyer - Aware Live Mindfulness Sessions for the week of April 14-17 (in [PDF and Word formats](#))

- These 15-20 minute [Mindfulness-Based Stress Reduction](#) sessions are limited to 3,000 participants each, and teach breathing and meditation exercises.
- Please see the attached flyer with the schedule and links to register. Sign up now. Times listed are Eastern Daylight Times – so please convert if you are in a different time zone. (These experiential sessions will not be recorded.)

Flyer- Recorded Virtual Forum Session: Transforming a Virtual Team Overnight:
How to Adjust to Remote Management

- NOTE: This [Virtual Roundtable](#) session is intended for managers and supervisors only.

[Claremont EAP](#)

800.834.3773

[Positivitycenter.org](#)

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- Thuku 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 | o 510.594.3700, option 3



5223 Broadway Terrace | Oakland, CA | 94618

Staff-I mailing list

Staff-I@lists.cca.edu

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