



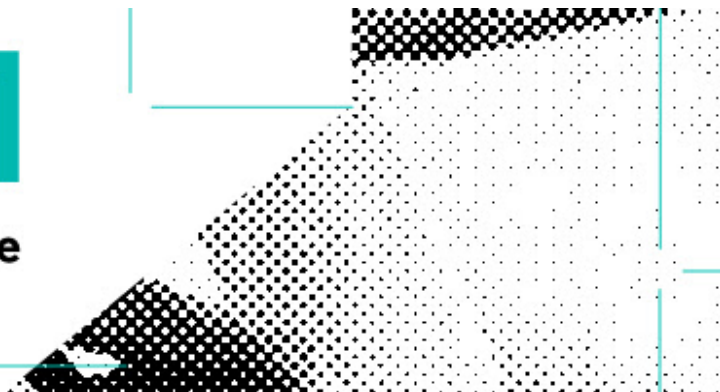
Jennine Scarboro <jscarboro@cca.edu>

[Staff-I] HR NEWS: Health Orders; Laptop Care; 403(b) Retirement Plan; Medical Services

1 message

Human Resources <hr@cca.edu>
To: Human Resources <hr@cca.edu>

Fri, May 15, 2020 at 7:37 PM



Dear Colleagues,

As many of you are aware, today, staff members were provided the awaited notifications about the furloughs that are heavily associated with reduced work due to the pandemic. Although we knew it was coming, it's still a tough situation during these unprecedented times. There are many questions about coverage, as well as the fall return. Next week, department leaders will schedule meetings with staff members to discuss the transitions and answer questions to the degree possible. As you take the weekend to sort through things and also for self-care, my team will be available to support and assist when you return next week.

As always, please send your questions related to the impact of COVID-19 on our College to questions@cca.edu, and HR related questions to hr@cca.edu, or visit the [HR Workplace Guidelines](#) page on the Portal for the most recent updates.

In Service,
Leslie Gray, Vice President, Human Resources

OPERATIONS UPDATE**Health Orders:**

In compliance with current Health Orders for San Francisco and Alameda Counties, face coverings must be worn at all times on CCA's campuses. More information to

come about campus return in the coming weeks.

Questions? Please email knille@cca.edu.

LIBRARIES UPDATE

Farewell Donald Smith:

It is with some sadness that we announce Donald Smith will be retiring May 15th after 21 years of service in the Libraries.

Donald joined the CCA Libraries in 1999 as Public Services Manager at Meyer Library and transferred to Simpson Library in 2011. Countless students and faculty have found the library to be one of the most welcoming spaces on campus because of Donald's kind and generous presence at the desk.

As much as students and faculty may miss him, he will be missed the most by his co-workers. Donald has been the heart of the library for many years. So many library staff were hired and trained by him, and it will be a huge adjustment not seeing him everyday.

This is such a strange time to say goodbye, but we will plan an in-person celebration when we are able. We wish Donald all the best in this new chapter!

ETS UPDATE

Taking care of your CCA laptop at home:

To better ensure privacy in security of CCA data while we work off-campus, ETS has deployed a configuration to all CCA managed computers that will put them to sleep after 5 minutes of inactivity and then require a password after a computer has been asleep for 15 minutes. The purpose of this is to further ensure the security of your user account and minimize the chances of data being exposed in the event of a theft.

Secondly, this is a friendly reminder that your best efforts to protect your computer and technology equipment against damage and theft are greatly appreciated. Since we've begun shelter-in-place, there's been a slight uptick in reports of damaged computers and broken peripherals. Replacing or collecting these items sometimes carries the additional cost of shipping OR the risk of physically meeting to exchange items. We ask everyone to please help us minimize the costs of meeting in person, loss of productivity, and/or shipping of equipment required to fix otherwise preventable damage.

- Please refrain from eating or drinking near your computer.
- Store your computer safely out of the way when not in use.
- Make use of "hot corners" or the "lock screen" to secure your account as you did while in the office.

- Only you are to use the CCA computer that's been assigned to you.

We appreciate everyone's cooperation through this period of adjusted support. Stay safe and as always please let us know if we may offer any technological assistance by contacting our Help Desk via phone or email: 510.594.5010/helpdesk@cca.edu.

STAFF ADVISORY COMMITTEE (SAC) UPDATES

CCA COVID-19 PPE CAMPAIGN: Call to Action!

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. [Please fill out this short form here to let us know more!](#)

Help CCA Distribute PPE to Front Line Healthcare Workers: Call to Action!

Please share the [CCA COVID-19 PPE Campaign](#) information with your networks and support the great work of our colleagues! Donations will be used to purchase fabrication materials and support distribution. Please share the [CCA COVID-19 PPE Campaign](#) information with your networks and support the great work of our colleagues! Donations will be used to purchase fabrication materials and support distribution. The CCA community contributes time, talent to flatten the curve. From 3D-printed face shields to face masks, personal protective equipment made by faculty, staff, and alumni helps address nationwide shortages. To read the full story please visit the CCA website homepage [here](#).

HR UPDATE

Google Chat Room: Parenting Tips - Remote Work and Childcare:

We have created a Google Chat Room to support parents at CCA who are managing remote work and childcare. Our mission is to provide a tool for CCA employees to share, discuss and review helpful tips and best practices in support of remote work and childcare.

Please reach out to hr@cca.edu if you are interested in participating and we'll invite you to collaborate! In the Room, we can have multiple threads, share files, launch a video meeting in Meet, and search and browse the chat history. For chat group guidelines, please click [here](#).

BENEFIT UPDATES

403(b) Retirement Plan - Suspension of the Discretionary Employer Match:

As mentioned in President Beal and Provost Carland's email, the college will be suspending the discretionary contribution match to the 403(b) retirement program. This is one of the additional expense reduction measures to address the financial hardship caused by pandemic. The pause will affect the May 31 pay period.

Medical Services:

As a reminder, 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](https://www.kp.org/appointments).

Mental Health Resources:***Facebook Live Event with VP of Mindbody Medicine, Bryce Williams***

For tips on managing stress and enhancing your well-being, a COVID-19 Facebook Live event with Blue Shield of California's vice president of MindBody Medicine Bryce Williams and USC clinical associate professor Ruth C. White, PhD can be watched [here](#) on the Blue Shield Facebook page.

Grieving During a Pandemic

A licensed therapist and clinical counselor offers concrete, heartfelt tips on how to handle grieving while we adjust to our "new normal" of social distancing. [Click here](#) to view the article.

Emotional Resilience App for Blue Shield Members

For Blue Shield members who need tools to help them manage stress on their own, Sanvello, a top-rated emotional resilience app for stress, depression and anxiety, is now available with complimentary premium services and programming through July 31 at [Wellvolution.com](https://www.wellvolution.com).

Access to Free Online Professional Development Courses:

As a reminder, the following online courses are available to regular staff. Hourly workers please consult with your managers on courses of interest, which should be taken during regular work schedules as time permits. Below is more info:

- View the course catalog found [here](#).
- To register for an online course please email the full name of the course(s) that you wish to take to benefits@cca.edu. Your request will be processed on or before the Friday that you submit your request.
- Once processed, you will receive two emails from welcomes@myhrworkplace.com and noreply@thinkhr.com with instructions on how to log into the site and access your course.

Questions? Please contact benefits@cca.edu.

WELLNESS TIPS OF THE WEEK

Webinar: [How to Mentally Cope with Social Isolation](#)

The prospect of solitary confinement and isolation can be daunting and for many people, the concept of limited social connection can be overwhelming. This session will equip attendees with the knowledge and strategies to cope during this time and find new ways to form a connection with others in a virtual world.

To register for this webinar please click [here](#).

Practicing self-care during this pandemic is critically important. Honor May Mental Health Awareness month with webinar: Mental Health & COVID-19: Strategies for Managing Anxiety, Fear and Stress.

Session topics include:

- Emotional responses to critical incidents
- Defining stress signs and identifying fears
- Healthy stress management strategies
- Practicing self-care strategies
- Relaxation techniques

To access the webinar, go to [Claremont Personal Advantage](#). Registration is easy: select your company name and create a username and password.

Claremont EAP

Main #: 800.834.3773

www.claremonteap.com

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.

To learn more about the COVID-19 resources available, please visit the [Claremont EAP COVID-19 Resource Center](#).

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.

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HUMAN RESOURCES DEPARTMENT

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