



Jennine Scarboro <jscarboro@cca.edu>

HR Follow Up RE: Information for Furloughed Employees

1 message

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

Tue, May 19, 2020 at 5:37 PM

Dear Colleague,

The following is additional information and resources for fellow staff members who will be on furlough next week. This information includes a list of items to help prep for your departure, unemployment information, and information about benefits - such as how to make changes and also how to set up payment arrangements for the employee portion of benefits premiums. **Please log into Workday and review the new Workday Journey found on your dashboard called CCA Furlough Employee Resources.** Key attachments can also be found in this email.

As mentioned, we will send an email to your CCA email address when we are getting ready to request your return to work from furlough. Also, you are welcome to contact hr@cca.edu or your department leadership by email. If you do not plan to return to work, please let us know as soon as possible.

Please do not hesitate to reach out if you have questions. You may reach out to benefits@cca.edu with benefits questions, or hr@cca.edu for general assistance. We'll do our best to support you!

In service,
Leslie

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HUMAN RESOURCES DEPARTMENT

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



5223 Broadway Terrace | Oakland, CA | 94618

2 attachments



CCA Employee Resources (1).pdf

56K



Benefit Updates During COVID-19.pdf

101K