



Jennine Scarboro <jscarboro@cca.edu>

HR Follow Up: Additional Furlough Information

1 message

Human Resources <hr@cca.edu>

Thu, Jun 18, 2020 at 4:19 PM

To: Jennine Scarboro <jscarboro@cca.edu>

Cc: Eric Phetteplace <ephetteplace@cca.edu>

Dear Jennine,

I'm writing to check-in with you as you enter into the fourth week of your furlough. Although you are not working now, please know that you still very much remain an employee of the College. Your CCA email account and access to Workday remains active so that you can access your information and stay current with happenings at the college.

Right now, a number of unknown factors affect our ability to project an exact return date, and dates may differ depending on when individual work functions will be needed. By mid July the college will have more clear information to share and will communicate on approximately July 15.

The following is a summary of key information much of which was previously provided, including resources we plan to continue to make available to you. If you have questions, please do not hesitate to reach out to hr@cca.edu.

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Duty Free Furlough. While on furlough, your work functions are suspended. Authorized work assignments during furlough require an official assignment email from Human Resources prior to the work (at least one full day) being conducted and you will be paid for the work.

- Return to Work. You will need to return to work on the date that your work assignment resumes, which will be given to you in a future email to your CCA email address. HR will send an email to your CCA email address when we are getting ready to request you to resume your pre-furlough work level. You are also welcome to contact hr@cca.edu or your department leadership by email anytime.
- Benefits Continuation. You continue to participate in the college's benefit programs, including health benefits, tuition remission, access to online training, etc. Please contact hr@cca.edu to select from among payment options for the employee portion of any premium.
- Cash Out of Vacation. During furlough, an individual staff member may present HR with a request to cash out accrued vacation. If there are unique personal hardships that are presented, the College will consider the request. Please email us at hr@cca.edu for assistance.
- Unemployment Insurance & Other Resources. Information to apply for unemployment benefits can be found [here](#), and the online application can be found [here](#). You can also log into Workday and review the Workday Journey found on your dashboard called *CCA Furlough Employee Resources*. If you have already completed this Journey, you can still access all of the content by searching "View Journeys" in the Workday search bar. If there's any way we can assist you, please email us at hr@cca.edu and we'll do our best to support you. Employees covered by the CBA may also contact SEIU1021.
- Voluntary Redeployment Assignments. We will send emails about opportunities for voluntary redeployment to areas of the College where work needs are available. If you would like to be considered for a voluntary redeployment, watch for the posting on the CCA job portal (link below) regarding available temporary deployment assignments, the associated qualifications, and approximate wage rates. If you see opportunities that interest you, respond as indicated on the online posting. *CCA Job Portal*: <https://cca.wd5.myworkdayjobs.com/CCA/jobs>

As a reminder, our Employee Assistance Program (EAP) through Claremont will continue for employees on furlough. Call 1-800-834-3773 or go to www.claremonteap.com to access various services that are available to you and anyone living in your household. If there is any other way we can assist you, please email us at hr@cca.edu.

Sincerely,
Leslie Gray
Vice President, Human Resources

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HUMAN RESOURCES DEPARTMENT

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



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