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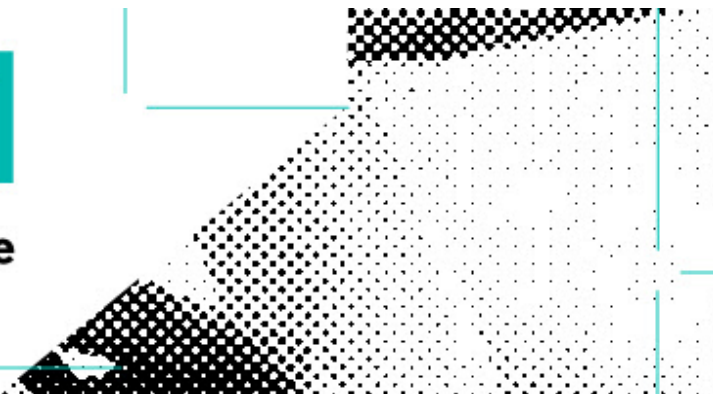
[Staff-I] HR NEWS: Call to Action: Commencement, Sick Bank, PPE Campaign; Parenting Tips Chat Room; SF Ordinance update

1 message

Human Resources <hr@cca.edu>

Mon, Apr 27, 2020 at 12:49 PM

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

**California College
of the Arts****Dear Awesome Colleagues,**

Although at times it seems the days are running together, today is Monday! My apologies for the delay in this update. This edition of the HR Newsletter includes a number of key updates -- including clarification around temp assignments, an update in an SF Ordinance on paid leave, and a number of calls-to-action for commencement, donations to the sick time bank and/or furthering efforts to get PPE to healthcare workers. Also this week, Staff Advisory Committee is hosting another community check-in. Feel free to join in to connect with colleagues, share stories and concerns, and ask questions.

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.

My best,

Leslie Gray, Vice President, Human Resources

[STAFF ADVISORY COMMITTEE \(SAC\) UPDATES](#)**Stay Connected!**

Looking to connect with your peers and experience the CCA community virtually? Join SAC's informal check-in session to catch up, ask questions, share stories, etc

on **Friday May 1st 12:30pm-1:30pm**. All are welcome!

To RSVP, please email cca.advisory.committee@cca.edu and we'll share the zoom link.

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 COVID19 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.

MARKETING & COMMUNICATIONS UPDATE

Zoom Virtual Backgrounds:

Do you miss being on campus? Are your colleagues tired of looking at that same corner of your home office/living room/dining room/bedroom on Zoom every day? We've made some Zoom virtual backgrounds to bring a little bit of CCA's San Francisco and Oakland campuses to your meeting screen. [Download them here](#). Learn how to use Zoom virtual backgrounds [here](#). And if you have suggestions for other CCA backgrounds you'd like to see, let us know at diy@cca.edu! For tips on effective virtual meetings, take a look at the [Remote Work Tips and Best Practices](#) portal page.

COMMENCEMENT PLANNING COMMITTEE UPDATE

Commencement: Call to Action!

Help us make Commencement special for our 2020 graduates by sharing a written statement or video message. Here's what we would need from you:

- **Video:** Self-record a greeting (20 seconds or less) and upload it through [this Google Form](#) by Sunday, April 26. This recording can be done via computer, phone, or other device, but it must be in HORIZONTAL orientation.
 - What well wishes do you want to give to the graduating students?
- **Booklet: Submit a short statement (200-250 words max) in response through [this Google Form](#) by Sunday, April 26.** Prompts:
 - Why will you miss this group?
 - What do you remember most about members of this graduating class?
 - What well wishes, messages of congratulations, or "final assignments"

do you want to give to the graduating students?

If you have any questions or need help putting something together, please contact Stephanie Smith at stephanie.smith@cca.edu.

HR UPDATES

SF Ordinance Update: Public Health Emergency Leave (PHEL):

The Emergency Paid Sick Leave Ordinance went into effect on April 17, 2020. This requires business with more than 500 employees to provide up to 80 hours of paid Public Health Emergency Leave (PHEL) to each employee who performs work in San Francisco (regardless of how long employed) for use when they are unable work or telework due to specific COVID-19 related reasons specified in the PHEL. Employers that already provide additional paid leave in response to the COVID-19 outbreak are permitted to offset that leave from the PHEL requirement. Please see the PHEL poster [here](#) for full details.

Clarification on Temporary Work Assignments:

The following information is to help clarify questions that have come up about temporary workers. CCA hires temporary workers to take on various assignments, which begin and end at various times throughout the year based on the college's needs. These workers, while valued and important members of the CCA community are not classified as regular employees. A number of temporary staff had their assignments end when the campus closure initially went into effect. Several others were given notice last week that their assignments will end May 1, as there is no work for them at this time. While CCA remains committed to paying all regular employees through at least May 15, the college will continue to base assignments for temporary workers on necessary and available work.

New 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](#).

CCA Sick Bank Donation: Call to Action!

As you know, CCA has a sick leave donation program that allows employees to voluntarily donate sick time to a bank, to provide assistance to eligible employees who are out for health-related reasons. An employee can donate accumulated sick leave hours up to a maximum of 5 days (37.5 hours) to the bank a semester. This

policy is strictly voluntary.

During this unique time, we have experienced an influx of requests. To donate sick time you must:

- Be employed by CCA for one year
- Maintain a minimum of 20 hours in your current leave balance after donation
- Not be currently on an approved leave of absence

If you are interested in making a donation, please follow these simple steps in Workday!

- In the search bar in Workday, type in Create Request
- In Request Type, select the request that you need to make
- Review the request policy and complete the fields
- Click Submit

For questions regarding the sick bank, please reach out to hr@cca.edu.

ETS UPDATES

How to Secure your Zoom Meetings and Prevent Zoombombing:

You may have heard about or even experienced Zoombombing, where uninvited people drop in to harass the meeting and cause havoc. It isn't pretty.

The good news is that Zoom has responded to make Zoom meetings much more secure by adding features and making some existing features on by default.

You can learn about these features and how to secure your own meetings in these two articles from Zoom:

- [How to Keep Uninvited Guests Out of Your Zoom Event](#)
- [New Security Toolbar Icon for Hosts, Meeting ID No Longer Displayed](#)

Bonus Tip: while a meeting is in progress, the host can remove any participant. Just click Participants and mouse over a participant's name; several options will appear, including Remove.

Phishing Warning:

There is a dramatic increase in the number of spam, scams, and phishing emails trying to get into your inbox. Most of these get caught by Google's filters; ending up in your Spam folder or blocked completely. But some get through!

Right now, most of these emails seem to be about your taxes or COVID-19. It's almost guaranteed that any email offering COVID-19 testing or telling you there is something wrong with your tax forms and that you need to respond immediately is

an attempt to steal your personal information. Now is the time to be particularly careful.

You can learn more about phishing and how to avoid it on [the Phishing Email page on the Portal](#).

If you're ever not sure whether an email is legit or not, feel free to reach out to helpdesk@cca.edu and they'll help you figure it out.

WELLNESS TIP OF THE WEEK

Remote Work Ergonomic Tips:

Use these quick tips to ensure that your home office set-up will keep you comfortable! Visit this [portal page](#) for more details.

- Keep your elbows at 90 degrees with your wrists straight
- Upper arms should be located by your side
- Your mouse should be located next to the keyboard
- Adjust your seat height so that your thighs are parallel to the floor
- Try to keep the top of screen at eye level
- Your monitor should be located approximately at arm's length away from you
- Take micro-breaks frequently throughout the day
- To help avoid visual exhaustion, try this tip: Every 20 minutes look away for 20 seconds at something 20 feet away.
 - [Chrome extension to remind you with eye exercises](#)

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.

HUMAN RESOURCES DEPARTMENT

hr@cca.edu | [o 510.594.3700](tel: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>