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[All Staff] HR NEWS: Racial Justice & Equity Resources; CCA Staff & Faculty Shout-Outs; Benefit Changes Due to COVID-19

1 message

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Fri, Jun 5, 2020 at 6:34 PM



Dear Colleagues,

Thanks to those who participated in yesterday's All Staff Meeting. As I shared, for myself and my fellow Black and Brown colleagues - I see you and we matter! For us, the fear of violence and struggle for justice didn't begin yesterday; it began with our first breath and will last a lifetime. And to my fellow colleagues who do not identify as POC, your work to stand in opposition and use your privilege to drive change is also necessary - I see you too! The madness must stop, the killings must stop, the raiding of homes must stop, the structures that support institutionalized racism must be dismantled, and it will require unyielding efforts from us all.

Over the coming weeks and months, various people and groups at CCA will be organizing and building upon the work around social justice, decolonization, and diversity and inclusion. More information will follow the President's Steering Group Committee meeting next week that is led by George Sedano and Tina Takemoto, and a recap of additional efforts are below.

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.

Wishing you safety this weekend. Black Lives Matter!

Respect!

Leslie Gray, Vice President, Human Resources

[RACIAL JUSTICE & EQUITY RESOURCES](#)

Demonstrating Care for Black Employees This Week and Beyond:

Thank you to everyone who participated in the [USC Race & Equity Center's](#) eConvening, "Demonstrating Care for Black Employees This Week and Beyond: A National Forum for Businesses and Firms" yesterday.

In case you missed the live session, the [recording](#) is now available. If you get a chance to watch it, it was an incredibly informative 1.5 hours with lots of practical, actionable advice. Don't have 1.5 hours? Check out [these takeaways](#).

HR Social Justice & Diversity Resources:

As mentioned in our All Staff Meeting yesterday, CCA is committed to providing resources and outlets for CCA's community to connect and support. Below are some key upcoming initiatives and sessions.

- **Days of Service** - The first day of service will be on Juneteenth (June 19th, 2020), which celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures. We anticipate another service day in the fall that will focus on decolonization.
- **Emotional Support Group Meetings** - We are in the process of scheduling emotional support groups for both brown and black colleagues, and also non targeted groups. These sessions will be guided by a licensed counselor to help participants address the trauma of racial tension and violence.
- **Required Online Resource on Unconscious Bias** - We will continue to require all new employees to take the Diversity.Edu online training sponsored by the Diversity & Inclusion Task Force, as one tool in promoting awareness about unconscious bias and its effects on our community and institution at large. If you would like access to this training or if you are interested in facilitating a conversation on this topic, please email hr@cca.edu.
- **Performance Evaluations** - This year we will require all departments to include a Diversity & Inclusion goal to promote accountability in our efforts to foster cultural competence within our community - students, staff, and faculty.
- **Legal Briefing on Civil Disobedience** - [This link](#) includes a legal briefing for those considering non-violent, civil disobedience.

Also, take a look at the Wellness Tips section below for some additional resources and articles.

[STAFF ADVISORY COMMITTEE \(SAC\) UPDATES](#)

Along with other groups at the college, the Staff Advisory Committee (SAC) is coordinating efforts to support education and action around racial justice and equity within the CCA community. As plans develop, we will share additional opportunities to engage. We see you, we value you, and we are listening.

CCA Staff & Faculty Shout-Outs:

The Staff Advisory Committee (SAC) is looking to highlight members of the CCA staff and faculty who are doing awesome work for the college community. Who are your CCA heroes? How are they contributing to keeping our students, our staff, our faculty, and our community moving forward collaboratively and compassionately? What words of appreciation and encouragement would you like to offer?

Please use [the CCA Staff & Faculty Shout-Outs form](#) to give a shout-out to an individual or group (i.e., department, committee, etc.) that you want to highlight for their work or contribution to the CCA community. Shout-outs will be published in the HR Newsletters (and/or other all-staff messages) in the coming weeks.

All CCA staff and faculty are welcome to submit shout-outs. Feel free to highlight colleagues' contributions from this past academic year or current summer efforts.

Thank you for supporting our culture of gratitude!
CCA Staff Advisory Committee (SAC)

Questions, suggestions, or feedback? Please contact us
at cca.advisory.committee@cca.edu.

WORKDAY UPDATE

New Knowledge Base Articles Available!

Last month, we rolled out an upgraded Workday experience. The **Workday Knowledge Base** is a collection of user guides, concept articles and helpful resources to help you learn and navigate Workday. This tool is search-driven, meaning that relevant articles appear in Workday search results when you enter a keyword or phrase, like "time off" or "requisition" in the Workday search bar.

We are continuously adding new "articles" to expand this resource. Here are some new articles to check out:

- [Manage Your Benefits](#)
- [Report Writing Overview and Tutorials](#)

HR UPDATE

Redeployment Opportunities

As we continue to manage and support the needs of the CCA community during this pandemic, opportunities may arise that allow furloughed staff to take on temporary assignments in other areas. These opportunities will be posted on the internal staff jobs site in Workday. Find this site by searching "Find Staff Jobs" in the search bar to view these opportunities as they are posted.

Managers: If you have an opportunity that you would like to post, please speak with your department VP and then reach out to your HR Lead for a job description template and an overview of the process.

Questions? Please email hr@cca.edu.

BENEFIT UPDATES

Benefit Changes Due to COVID-19:

The IRS has made special provisions to allow certain benefit changes outside of open enrollment, due to hardships and delayed services caused by the pandemic. More information is below.

Changes to dependent care and medical flexible spending accounts (FSAs):

- Please note that if you have already submitted claims to Discovery for reimbursement that are more than you have currently contributed via payroll, HR will not approve this change.
- Any changes will be effective the pay period following your election date.
- [Click here](#) for how to make this change in Workday.

Changes to medical/dental/vision plans:

- If you have experienced a reduction in pay due to a furlough, you are eligible to lower or waive coverage for these plans, subject to HR review.
- Please note that if you enroll in the HDHP mid-year, you will receive a prorated employer deposit into your HSA account.
- Once this change is processed, you will not be able to make another change until the next Open Enrollment period, unless you experience a qualifying event such as marriage/divorce or birth of a child.
- Any changes will be effective the first of the following month
- [Click here](#) for how to make this change in Workday.

Benefit changes you may make at anytime, not subject to the pandemic:

- [Click here](#) to go to the Benefit Information Related to COVID-19 portal page and scroll down to the Benefit Changes During COVID-19 section.

Questions? Please email benefits@cca.edu.

Free Meditation App for Kaiser Permanente Members:

Kaiser Permanente clinicians reviewed many options and chose to offer the Calm app to members based on the app's effectiveness outside of clinical settings in supporting our members in their care journey.

Calm helps build resilience and mental fitness through better sleep, mindfulness, and meditations. Kaiser has used Calm in the clinical setting for more than two years.

To get no-cost access to Calm, members must begin registration at kp.org/selfcareapps through a web browser.

WELLNESS TIPS OF THE WEEK

With all that is going on in the world right now, you may be wondering how you can help and also take care of yourself and others.

Below are resources you may find helpful:

[How to Support the Struggle Against Police Brutality](#)

[Black Lives Matter Resources](#)

[Where To Donate & Find Mental Health Resources Related To The George Floyd Protests](#)

[When The News is Triggering: Coping with Trauma in the News](#)

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

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



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