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[All Staff] HR NEWS: Emotional Support Groups; Staff & Faculty Shout-Outs; Update Your Personal Info in Workday!

1 message

Human Resources <hr@cca.edu>
Reply-To: mlazdins@cca.edu
To: Human Resources <hr@cca.edu>
Bcc: allstaff@cca.edu

Mon, Jun 15, 2020 at 8:00 AM



Dear Colleagues,

Over the past few weeks, many of us have shown up in courageous ways in support of racial justice at work, home, and in our communities. I was incredibly thankful for the Staff of Color Alliance check-in facilitated by Janeece Hayes and Analisa Woo to provide BIPOC's a safe space to share. Also encouraging was the large turnout at the open President's Diversity Steering Group meeting led by George Sedano and Tina Takemoto, who are collecting community feedback to inform the college's diversity, equity, and inclusion strategy and initiatives.

Thanks also to those of you who have begun having uncomfortable conversations within your teams in the spirit of increased awareness and understanding, improved interactions with each other, and promoting change. As we engage in this work together, please remember to take care of yourself, and extend grace to yourself and those around you.

A couple of thoughts on what you can do now...

1. [Click here](#) for community-sourced resources to increase your own awareness
2. Make time for self-care
3. Consider ideas for diversity goals as you prep for the upcoming performance cycle
4. [Click here](#) to send PDSG your ideas for diversity, equity, and inclusion initiatives
5. Email hr@cca.edu to take our online tool on unconscious bias or to co-facilitate a conversation

Below is additional information on the emotional support groups that we've started to schedule. 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.

Have a great week!

My best,
Leslie Gray, Vice President, Human Resources

RACIAL JUSTICE & EQUITY RESOURCES

Emotional Support Group Meetings:

HR, in collaboration with Staff Advisory Committee (SAC) and Staff of Color Alliance (SoCA), is scheduling emotional support groups for targeted groups. These sessions will be guided by external coaches/counselors to help participants address the trauma of racial tension and violence.

Please RSVP below for the zoom session that more closely meets your needs. Each session is limited to 25 participants. If you RSVP yes, we will add you to the invitation so that you have the zoom link.

Please note: We are in the process of confirming counselors for our Black, Indigenous or People of Color (BIPOC) colleagues. If you are interested in attending one of these sessions, please indicate your interest [here](#). Details coming soon!

Tuesday, June 16th with [Cleopatra Victoria, MA, MFT](#)

- White Colleagues
 - 1pm - 2pm: RSVP [here](#) for the above session
- Multi-Racial Colleagues
 - 2:30pm - 3:30pm: RSVP [here](#) for the above session

Questions? Please email hr@cca.edu.

HR Social Justice & Diversity Resources:

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. On this day, there should be no required work meetings, and employees will be able to participate in activities that focus on black culture or . We will be sharing resources and events for participation early next week. We anticipate another service day in the fall that will focus on decolonization.
- **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.
- **Racial justice and equity resource list** - Community suggestions are being gathered on a [Community-Sourced Racial Justice + Equity Resources](#) page on Portal, a collection of peer-to-peer recommendations that will grow over time. If you'd like to offer an additional resource, please do so [here](#).

Racial Justice & Equity Initiatives:

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. If you have initiatives on which you would like to partner with SAC and/or new ideas that you are interested in SAC hosting/facilitating, please connect with us at cca.advisory.committee@cca.edu, so we can explore possibilities. As plans develop, we will share opportunities to engage.

STAFF ADVISORY COMMITTEE (SAC) UPDATE

CCA Staff & Faculty Shout-Outs:

SAC has a new staff and faculty appreciation initiative. If you need a little gratitude exercise in your day, please consider submitting [CCA Staff & Faculty Shout-Outs](#) to celebrate an individual or group (i.e., department, committee, etc.) that you want to highlight for how they keep our community moving forward collaboratively and compassionately -- [learn more](#). Thank you for collaborating with SAC to support our culture of gratitude.

We see you, we value you, we are listening, and we are advocating for you.

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

WORKDAY UPDATES

Update Your Personal Information and Profile in Workday!

In preparation for W2's, 1095's, etc. it's important that we have your correct address, legal name, and social security number on file to ensure that you receive timely materials related to your tax documents. Please take a minute to update your information in Workday and make sure you've listed your apartment number (if applicable) in the correct field. Steps below:

- Click on the "Personal Information" Worklet.

- Select "Contact Information" to confirm your information is correct and/or to make any changes. Your primary address should be a local address. Please make sure that your information is not in all capital letters.
- To make changes click the "Edit" button to start any changes. Your primary address should be a local address. You can add in a secondary address for mailing of documents, etc. More information can be found [here](#).
- Then click the orange "Submit" button to save your changes.

Self-identification in Workday:

In order to comply with Equal Employment Opportunity Commission (EEOC) requirements, CCA is required to manage annual record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and when reported, data will not identify any specific individual.

When updating your personal information in Workday, please consider reviewing your gender and race/ethnicity categories. Please note that Hispanic or Latino and Race/Ethnicity are separate fields per EEOC reporting guidelines, but you may select from both fields to self-identify. A step-by-step guide to updating your information can be found [here](#).

Questions? Please email hr@cca.edu.

REGISTRAR & STUDENT RECORDS UPDATE

Important Change to transcripts@cca.edu Email Account!

The transcripts@cca.edu email account is no longer active. Please direct transcript-related questions to studentrecords@cca.edu.

HR UPDATE

Reminder - Required Annual Trainings:**Faculty & Full-time Staff**

At CCA, we are committed to providing our employees with a safe and productive work environment. These trainings are required as a part of your CCA onboarding and continued employment.

If you have one or more trainings (FERPA, Stop Sexual Harassment, Title IX, and/or Diversity.Edu) to complete, you will receive an email reminder shortly from hr@cca.edu. If you do not receive an email, this means that you are in compliance for 2020. If you have never completed these trainings, please reach out to hr@cca.edu and an account will be created.

Questions about faculty training? Please email Julie Kirgis at jkirgis@cca.edu.

To check which trainings you may need to complete, you can log into Training Today and follow these steps:

Website: https://lms.trainingtoday.com/lms_account/login

Username: Your CCA Email

Password: If you have never logged in before to BLR/Training Today, use password as your password. Otherwise, use your previously designated Coggno password. If you don't remember this, please follow the instructions to reset your Coggno password.

Questions? Please reach out to 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 TIP OF THE WEEK

Prioritize Self-Care:

As our attention to health, safety, and justice intensifies, it is especially important to prioritize self-care. Self-Care is not selfish - it is common sense.

Claremont EAP is part of your self-care toolkit.

- Schedule video or telephone counseling visits with a licensed clinician
- Consult with an attorney to receive free legal assistance
- Get advice from a financial consultant in a telephone to discuss your budget
- Research child and elder care options for your loved ones
- Visit Claremont Personal Advantage at claremonteap.com for webinars, articles, assessments, videos and financial calculators
- Visit [Positivitycenter.org](https://positivitycenter.org) for tips on mindfulness, resilience, compassion and more!

CLAREMONT EAP

1-800.834.3773

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.

HUMAN RESOURCES DEPARTMENT

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



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