Welcome to the fall semester!

The Human Resources department have been actively attending to the West Valley-Mission Community during these unprecedented times. We have been finding new ways to support you, and I am excited to share some of our ongoing activities.

To keep our community informed on Human Resources matters, we will be sending out a digital newsletter, The Human Factor, at least once each semester. The newsletter will contain useful information on Human Resources benefits, important dates, additional resources, and much more.

Our HR staff are here to support you. Please do not hesitate to reach out to us if you require any further assistance.

There are exciting changes ahead and can’t wait to share more with you. We are happy to provide you with the best customer service experience that you deserve.

Thank you for your commitment and dedication to serve our community.

Dr. Eric Ramones
Associate Vice Chancellor
Human Resources Department

Supporting those impacted by Wildfire

Due to the recent wildfires’ devastating effects, the Human Resources team set up a catastrophic leave time donation program.

Employees were able to donate their sick leave or vacation time, which was added to a pool of leave hours to be used for employees impacted by the fires. The pool will be used to continue pay checks and benefits for severely impacted employees.

Thanks to you, we have approximately 400 donated sick/vacation hours for victims in need; and so far, 3 employees have connected with HR about possibly tapping into this pool.

We will keep all donations in a pool through end of the year. Any unused donations would be returned once we’ve connected with all victims.

Thank you!
"I raise my voice not so that I can shout, but so that those without a voice can be heard" — Malala Yousafzai

When we talk about Social Justice, we need to consider other intrinsic concepts which are related to the different dimensions of the human being, to society and to their dignity and well-being. More than ever, we aim to help people understand the many ways that racism and bias can operate in our world.

To this end, we have developed a resource page providing free resources to educate and instill insight into the landscape of social justice in our District community and beyond.

Explore articles, videos, podcasts, books, and more about the history & impact of racism and oppression.

The West-Valley Mission Community College District strives to raise social justice awareness in our community and hope you find these resources of interest and easy to navigate, we look forward to reading your thoughts and/or suggestions for the webpage…

Thank You!

What’s New on the HR Website

Did You Know…

You can find plenty of useful information on the District HR website that you may not even be aware was available.

We have recently added new content!

What’s New?

- Open Enrollment
- FAQ’s (Frequently Asked Questions) for answers to all manner of HR-related questions
- Title IX Forms & Resources
- Verification of Employment (VOE) for information on how to submit a request to HR
- Child Abuse and Neglect Reporting information
- Social Justice Resources
- Health Benefits Video
- And More!

Take a peek and see what you think!
Open Enrollment 2020

The district’s annual Benefits Open Enrollment is taking place from Monday, September 21, 2020 through Friday, October 16, 2020 at 5:00pm.

Now is the time to review your benefits to ensure you are enrolled in the appropriate coverage for you and your family.

DURING THIS TIME YOU MAY:

- Change your medical, dental, vision, and voluntary life and accidental death & dismemberment (AD&D) elections
- Add or remove dependents to your healthcare benefit elections
- Begin or re-certify your Cash-In-Lieu status
- Enroll in the FSA for 2021. Despite the previous year’s election, you will need to enroll or re-enroll in the Flexible Spending Account(s) in order to participate for the 2021 calendar year.

All changes must be made online via SmartBen. A complete summary of benefits information for this year’s Open Enrollment may be found in the 2021 Benefits Overview Guide.

Highlighted Changes for 2021

**Medical - Costs**

- Plans with significant cost increases:
  - Anthem Select HMO
  - Anthem Traditional HMO
  - Health Net SmartCare HMO
  - PERSCare PPO
  - PERS Choice PPO

- Plans with small cost increases:
  - PORAC PPO will have a small payroll deduction for Employee + 1 dependent

- Plans with no cost increases:
  - Kaiser HMO
  - PERS Select PPO

**Healthcare Flexible Spending Account (HCFSA) - Increase in Annual Maximum**

- Effective January 1, 2021, the HCFSA annual maximum contribution will increase from $2,500 to $2,750.

You can find a summary of all benefits here!

Don’t wait! Complete enrollment by October 16!

**2021 Plan Options & Costs**

See what your new out of pocket costs will be in 2021. If you are a percentage employee or enrolled in a non Region 1 plan, please contact HR for a cost quote.

**Cash in Lieu**

If you are currently receiving cash-in-lieu, you must re-certify your cash-in-lieu status during open enrollment.

All benefit plan information, documents, and summaries can be found on the district webpage here: https://www.wvm.edu/benefits.
4 interns from last year’s cohort successfully joined West Valley-Mission as associate faculty!

Fall Orientation 2020

Welcome Jasmine Phan!

In August, we welcomed our new Executive Assistant to the Associate Vice Chancellor of Human Resources, Jasmine Phan. Jasmine brings with her skills and community college experience, having worked most recently at the San Jose-Evergreen Community College District as a Senior Division Administrative Assistant. A self-starter and fast learner, Jasmine has organized our Verification of Employment (VOE) process.

She is your first point-of-contact for assistance with any general HR questions and concerns, and can assist you with scheduling a meeting with the Associate Vice Chancellor.

Please wish her a warm District welcome!

Jasmine Phan
408.741.2131
jasmine.phan@wvm.edu

The Faculty Diversity Intern Program (FDIP) has officially kicked off its 2nd year as of Fall 2020.

The goal of the program is to enhance the diversity of the faculty pool and for interns to become ambassadors reflecting diversity on our campus. The program provides interns with a foundation in pedagogy as well as techniques, skills, and best practices for the classroom by partnering them with a current faculty member who teaches in the intern’s interested discipline.

This year, a cohort of 10 interns have joined us, and the FDIP has adapted to a virtual environment like many of our classrooms.

With the expertise of our FDIP Trainers – Michelle Francis, Reading Faculty and Meg Farrell, Communication Studies Faculty, the program has thrived thus far in our new environment with virtual trainings, Canvas access for interns and mentors, and weekly check ins.

We are excited for this second cohort of interns and look forward to their continued growth in the Faculty Diversity Internship Program and how they will be able to make an impact at our colleges.

Jasmine Phan, having worked most recently at the San Jose-Evergreen Community College District as a Senior Division Administrative Assistant. A self-starter and fast learner, Jasmine has organized our Verification of Employment (VOE) process.

Please wish her a warm District welcome!
Advocate Goes Live!

Advocate Symplicity Grievance Management Edition (GME) is the District’s new platform to manage student and employee conduct, student behavioral intervention, and Title IX cases.

We have successfully passed our testing phase, and we are happy to launch the new online reporting system that can be used by students, staff, and community members.

Some of the critical areas that Advocate GME will help with our Student Conduct, Human Resources, and Title IX Offices are:

1. Manage the workflow and tracking of student/employee conduct cases
2. Manage the workflow and tracking of reports of student/employee behavioral concerns
3. Manage the workflow and tracking of Title IX cases
4. Allow for schedule and calendar integration for ease of meeting scheduling
5. Provide instant communication to necessary parties
6. Manage outcomes of cases and timelines of resolution
7. Manage Federal Reporting data
   And much, much, more

Webinars and OnDemand video tutorials will be available via the District Employee Portal

Anyone can file a report. There are three types of reports:

**Public Incident Form:** To be completed for incidents of concern involving students, campus personnel, or community members. All incidents relating to code of conduct, academic dishonesty, or any other incidents of concern should be reported via this form. [Click here to make online Public Incident report.](#)

**CARE Incident Form:** This report is for Staff and Faculty to report students who may be impacted by mental health or wellbeing issues. Submission of this report does not mean the student violated any code of conduct. This report will be provided to the WVC or MC Behavioral Intervention Teams (BIT) to provide the full array of services to students dealing with challenges. The purpose of BIT is to assess circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems that may involve threats to the safety and security of the campus community. The team coordinates a network of existing resources, focused on prevention and early intervention. [Click here to make online CARE report.](#)

**Title IX Incident Form:** To be completed if there are incidents of concern relating to sexual harassment; sex discrimination; sexual assault; domestic violence; discrimination based on gender identity; stalking; or other types of sexual misconduct. [Click here to make online Title IX report.](#)

We encourage you to report ALL matters or incidents using the appropriate report form.
Employee Assistance Program—Free Resource

CLAREMONT EAP IS HERE TO HELP

As the Wildfires rage across California, emergency crews work tirelessly to protect communities from spreading flames and thousands of residents are forced to evacuate. Please know the West Valley-Mission Community College District and Claremont EAP are here to help. All affected employees have access to free and confidential services through our Employee Assistance Program:

- **Counseling** – you and your family members have access to free counseling visits with a licensed clinician in private practice
- **Legal Consultations** – get legal advice regarding property damage
- **Financial Consultations** – get financial guidance regarding fire impact
- **Work/Life Referrals** – nationwide research on emergency services and other support resources

For free and confidential assistance, call Claremont EAP at 1-800-834-3773.

Upcoming Training Programs & Workshops

**Claremont EAP Brown Bag Training Series: Managing Remote Teams** (for Supervisors & Managers)
- October 5, 2020 (10-11am) - REGISTER HERE
- October 5, 2020 (1-2pm) - REGISTER HERE

**Short-Term Hourly/Student Workers New Hire Process Training** (for Supervisors & responsible staff)
- December 3, 2020 (10-11am) - REGISTER HERE
- December 4, 2020 (1:00pm-2:00pm) - REGISTER HERE

**Search Committee EEO Training**
- December 4, 2020 (1-4pm) - Registration coming
- December 10, 2020 (1-4pm) - Registration coming