



West Valley - Mission
Community College District

THE HUMAN FACTOR

VOLUME 2, ISSUE 1

FALL 2021

SPECIAL POINTS OF INTEREST:

- Returning to in-person work reminders
- Plan for 2022 Open Enrollment
- Meet the newest members of HR
- Recertify your search committee EEO training

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Message from the Associate Vice Chancellor

Welcome back to campus for the fall semester! The Human Resources department appreciates you for returning to work in-person to serve the West Valley-Mission Community. Your commitment and dedication to our students is commendable and your collaboration with each other as colleagues is admirable.

I am happy to report that all employee groups have returned to work in some form or capacity. We hope to increase our in-person presence to meet the



Dr. Eric Ramones
Associate Vice Chancellor
Human Resources

needs of students as the semester progresses.

The HR department is here to support you. Please do not hesitate to reach out to us if you require any further assistance.

Thanks again for making students our priority.

Have a great semester!

Returning to Work in Person

A few reminders as we return to working in person...

1. Observe COVID-19 safety best practices.
 - Wear a face covering while indoors.
 - Regularly wash or disinfect your hands.
 - Maintain appropriate social distance.
2. Utilize the daily health assessment tool for whichever campus you work upon.

Mission College Health Assessment Tool

West Valley College Health Assessment Tool

3. Report any symptoms or exposure to COVID-19

If you have been diagnosed with COVID-19, developed symptoms of COVID-19, or been exposed to someone with COVID-19, please immediately report your situation to District Health Services by using the **COVID-19 Reporting Form**.

Covid-19 Information

The District is here to serve you during the pandemic.
[Learn more about our COVID-19 efforts here.](#)

2022 Benefits Open Enrollment



HR

HUMAN RESOURCES DEPARTMENT

BENEFITS

September 20 -
October 15

The district's open enrollment period will be held from Monday, September 20 to Friday, October 15, 2021. Changes made will take effect January 1, 2022.

Open Enrollment is the time to review your benefit selections and make any desired changes.

All elections, except FSA and cash in lieu, will roll over into the new plan year if you do not make any changes.

Highlights

- PERS Select will map to PERS Gold
- PERS Choice and PERSCare plans will map to PERS Platinum
- Blue Shield Access+ HMO is coming back to Santa Clara County

CalPERS health carriers will host webinars during Open Enrollment. You may attend these webinars for additional information and to ask questions of the health carriers.

Visit *HR Benefits* page for full details

Don't wait! Complete enrollment by October 15!

2022 Plan Options & Costs

See what your new out of pocket costs will be in 2022. If you are a percentage employee or enrolled in a non Region 1 plan, please contact HR for a cost quote.

All benefit plan information, documents, and summaries can be found on the district webpage here: <https://www.wvm.edu/benefits>.



Cash in Lieu

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

Training coming on October 14 & 15

Changes Coming to Leave Reporting

In the very near future, the district will be moving to Banner 9 SSB functionality. With the new functionality, Ellucian has created a more user-friendly format.

Leave reporting is for classified & administrative staff

The improvements that have been made however, will require some training for our end users to navigate through the many changes. Human Resources and Payroll Services are working together to

coordinate training sessions to review both Leave Reporting and Web Time Entry (WTE) since they both use the same basic functionality.

We are looking at October 14 & 15 as the training dates, so keep your eyes peeled for a *SAVE THE DATE* communication.

2022 SmartBen Update Coming



SmartBen will be updating its interface for a new and improved employee experience. Look for these changes to be announced sometime during the first quarter in 2022.



Do I need to get a TB Test?

Employees are required to have a TB screening once every 4 years.

Currently WVMCCD is implementing the approved CCCCCO screening assessment. This is a virtual screening by criteria, which utilizes your history and other factors to allow a physician to make an assessment as to your risk for TB. An in-person visit is not currently required.

Please contact Health Services for additional information.

Mission College
Please call 408-855-5140

West Valley College
wvc.health-services@westvalley.edu

Our Newest HR Team Members!



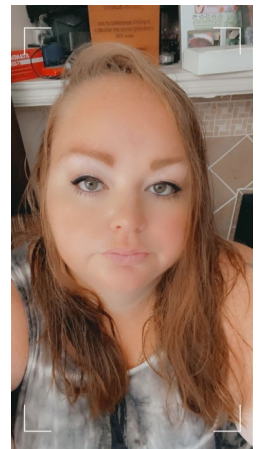
Samantha Folb
Director of Compliance & Employee Relations
 408-741-2194

We are extremely fortunate to welcome our newest members of the HR team.

Samantha joins us from Cabrillo College where she most recently served as the Title IX Coordinator and Compliance Officer. She holds a B.A. in Political Science and her J.D. from the University of Virginia School of Law.

For the past two years, Danielle has served Mission College as Management Analyst, in the Office of Administrative Services. She brings her knowledge, skill and talents to our District office where she will serve as HR Specialist, handling Management employment and Student & Short-term employment.

Please wish both a warm District welcome!



Danielle Ramirez-King
HR Specialist
 408-741-2171

OT vs Comp Time—Did You Know?



HR
HUMAN RESOURCES DEPARTMENT

CLASSIFIED +
ADMINISTRATIVE

Recently, we were asked what the difference is between these two types of compensation — Overtime pay and Compensatory (Comp) time.

Here are the key differences:

Overtime

- Must be pre-approved by employee's supervisor
- Processed by Payroll Services
- Multiplies employee's regular hourly rate by 1.5 to determine the overtime rate, then multiplies that by the hours worked to calculate the overtime payout to the employee
- Maximum payout limited to department budget

Comp Time

- Must be pre-approved by the employee's supervisor
- Processed by Human Resources
- Multiplies the hours worked by the employee by 1.5 to calculate the number of comp time hours to add to the employee's COMP Leave Plan, to be used for paid time off at a future period-in-time
- Maximum hours limited per the unit's Collective Bargaining Agreement/Unit Handbook

This applies to staff positions, including the WVMCEA, Teamsters, POA and Confidential employee units

Out-of-Class vs Additional Duties—What's the Difference?

What is the difference between these two assignment types? Is there a difference? The answer is very much **yes**. Maybe in ways that you weren't even aware...

The points below apply to classified staff assignments **only**.

Additional Duties Assignment

- Employee requested to perform duties in a higher-level classification than his/her/their current assignment.
- Employee may continue to perform some or all the duties in his/her/their regular assignment.
- Must have prior approval from Human Resources prior to beginning the assignment; retroactive start dates are not permissible.
- Higher-level pay **is not** reportable to CalPERS for inclusion in employee's retirement calculation.

Out-of-Class Assignment

- Employee requested to perform duties in a higher-level classification than his/her/their current assignment.
- Employee will perform **NONE** of the duties in his/her/their regular assignment for the duration of the out-of-class assignment.
- There must be an existing position to assign employee.
- Must be approved on a Board of Trustees agenda; retroactive start dates are not permissible.
- Higher-level pay **is not** reportable to CalPERS for inclusion in employee's retirement calculation for PEPRA Members; it **is** reportable to CalPERS for Classic Members.
- *CalPERS members may not work in the assignment for more than 960 hours in a fiscal year, including overtime worked, without monetary penalty to the District.*

Fun Fact:
What is an "out-of-class assignment" for administrators called?

Interim appointment

Training Opportunities

Cal/OSHA requires that specific COVID-19 related training be provided to employees. These training assignments are provided by Human Resources via the District's online learning and management system, Keenan Safe Colleges.



[Click here for Keenan Safe Colleges Training](#)

Two COVID-19 training courses are currently assigned to employees to complete:



Cal/OSHA COVID 19 Protection Plan Training



Cal/OSHA COVID 19 Protection Plan Training Supplement



WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT

How Do I Complete Search Committee EEO Training?

We now offer the Search Committee EEO Training as an online module that can be completed at any time. This online option is a series of short video webinars, that total approximately 53 minutes, and can be completed individually or all at one time. The online training module is offered through the District's Keenan SafeColleges learning platform, and HR can make the training module available to you upon request.

Remember—*Any District employee, including faculty, staff and administrators, must complete Search Committee EEO training in order to serve on a search (hiring) committee.* This training **is required** by the District's EEO Plan and the law (California Code of Regulations, Title 5) before one may serve on a District search committee. Successful completion of this training will qualify employees to serve, where applicable, on a search committee for the next (2) years from the date of completion.

District Search Committee EEO Training Online Module - **[Request online training here](#)**

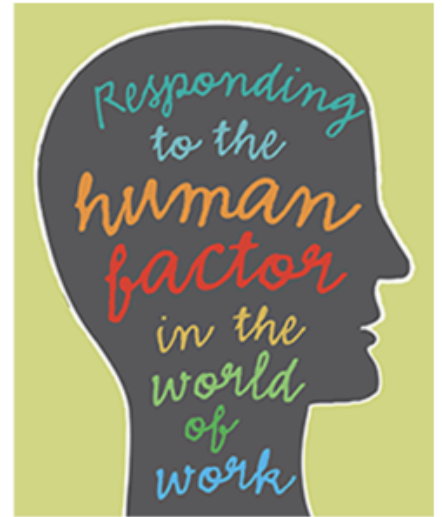
Employee Assistance Program—Free Resource

CLAREMONT EAP IS HERE TO HELP

West Valley-Mission Community College District provides you and your family with an Employee Assistance Program (EAP) at no cost to you. Call the EAP at (800) 834-3773 for confidential assistance with nearly any personal matter you may be experiencing. Licensed counselors are available 24 hours a day, 7 days a week, and can provide you with access to face-to-face counseling (up to three sessions per person per event), legal advice, financial consultation, medical advice, dependent care referrals, and other community referrals.

www.claremonteap.com

Claremont Personal Advantage is available to employees and family members of WVMCCD. Claremont Personal Advantage has over 20,000 online resources at your fingertips, 24/7. Resource and tools include: information on health, finance, legal issues, personal growth, stress, emotional wellbeing, family life, and more.



Upcoming Faculty Deadlines & Reminders



| | |
|--|------------------------|
| Spring 2022 Banked Leave Applications Due | September 17, 2021 |
| Spring 2022 Early Retirement Applications Due | October 1, 2021 |
| Spring 2022 PG&D Deadline | October 8, 2021 @ 5 PM |
| Deadline for Submission of Final Documents for Placement | December 3, 2021 |
| Sabbatical Leave Applications Deadline | December 3, 2021 |
| Fall 2022 Banked Leave Applications Due | February 18, 2022 |
| Column Advancement Applications Due | March 11, 2022 |
| PG&D Compliance Report for 2022 | April 8, 2022 |