



West Valley - Mission
Community College District

THE HUMAN FACTOR

VOLUME 2, ISSUE 2

SPRING 2022

SPECIAL POINTS OF INTEREST:

- HR is open at Mission
- Learn about changes coming to staff evaluations
- Take advantage of your dental plan
- Recertify your search committee EEO training

INSIDE THIS ISSUE:

- Higher Ed & the Law 2
- Benefits Spotlight 2
- Employment Verification 2
- Learning Lab 3
- Classified Evaluations 3
- Employee Assistance 4
- EEO Training 4

Friendly Front Desk Faces

The main HR office on the West Valley College campus is open and ready to serve you!



Marie Keith

You may have noticed some new friendly faces in the HR reception area. We are proud to introduce Marie Keith and Khanh Bui!

Marie has served the District in multiple capacities over the past 7 years. Her depth of knowledge about the District and helpful manner make her a great asset to our

Please stop by and say hi the next time you are in the area!



Khanh Bui

team.

Khanh is finishing his undergraduate degree in HR at San Jose State. He is a former West Valley student and loves making new connections with others on campus.

Please stop by and say hi the next time you are in the area!

We also ask that you check in with the front desk prior to entering the HR office. This will allow us to ensure the staff member you are visiting is available to meet with you.

We look forward to seeing you soon!

HR Office Hours at Mission College

HR is excited to be back on the Mission College campus! We are looking forward to our partnership and the ability to serve the MC employees on their home turf.

The offices are located in SEC-340 and there will be 2 HR staff daily from 8:30am to 5:00pm ready and willing to help in any way we can.

**MC Meet and Greet HR Staff
March 24, 10:30am - 11:30am
Outdoor Classroom on the 3rd floor of the SEC Building**

Please join all of the HR staff for a meet and greet on March 24 in the outdoor classroom on the 3rd floor of the SEC Building.

We will have some sweet treats and smiles on our faces...

Can't wait to see you there!

Higher Ed and the Law

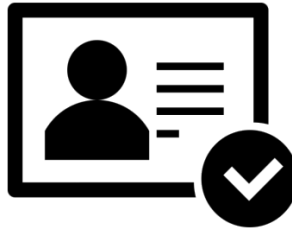


The legal landscape of Higher Ed is everchanging. Join us for monthly webinars on pressing issues in Higher Ed and the law. These webinars take place on Fridays once a month. Keep an eye on your email for a schedule of upcoming events!

Next Up:

12 Steps to Avoid Liability

Friday, April 22



Verifications of Employment

There may be times in your life when you are asked to provide a *verification of employment*. We often refer to these as VOE requests.

Please send all VOE requests to: voes@wvm.edu

To better assist you as you experience these important life changes, the Human Resources Team has dedicated resources to complete any forms that are needed for a verification of employment.

Please note that we do try to complete these requests as quickly as possible, but it may take up to 72 hours.

For questions, please call: 408-741-2131.

You may be asked for verification of employment when:

- Applying for a home, or other loan
- Signing an apartment lease
- Beginning new employment

ATTENTION!

Covid-19 Supplemental Sick Leave for 2022

More info to come soon via email!



Benefits Spotlight: Dental Plan Resources



Click image to login!

West Valley-Mission Community College District offers 2 dental plans, the Delta Dental PPO and the DeltaCare Dental HMO plans.

Visit Delta Dental online and you can:

- Check your plan details: enrollment, covered services, and level of benefits
- Look up claim statements for recent dental visits
- View or print your ID card
- Estimate the cost of your next procedure
- Submit questions to Customer Service
- Find in-network dentists, now with quality ratings

www.deltadentalins.com

HR Learning Lab



HR LEARNING LAB

HR is pleased to announce the launch of the HR Learning Lab! The Learning Lab is a space for employees to access live 30 – 60-minute trainings on practices, procedures, and tools to help make their jobs easier. Sample topics include:

- Out-of-Class vs Additional Duties Assignments
- When and how can you hire an hourly worker to cover a classified position?
- What is HSA and how do I use it?
- Creating an inclusive workplace
- Refresher course for Admin Specialists — Everything you wanted to know about FLAC

Please keep an eye on your email for scheduled trainings!

Evaluations for Classified Employees

In light of our most recent Accreditation Visit and the recommendations made by the Team, the District is fine-tuning our evaluation processes by aligning all regular evaluation cycles to now be due at the same time each year, no matter which association the classified employee is affiliated with. Yes, that means managers/supervisors will no longer have to ask *when is that evaluation due again?*

The District is embarking on this change with several goals in mind:

- Better completion rate for reaching 100% compliance for Accreditation and CBA regulations
- Less confusion for managers/supervisors – every classified staff member evaluation due that year will be due on the same date

- Managers/supervisors can plan ahead knowing exactly when the evaluation needs to be completed and submitted to HR
- Less time will be required for tracking and maintaining evaluation processes for the four different classified employee units

The new due date for evaluations will be June 1. However, not every employee will have the same evaluation period. Human Resources will be communicating the new process with all managers/supervisors and, in coordination with our Administrative Services liaison colleagues at each campus, will provide the new evaluation period for each direct report. If you have questions regarding these changes, feel free to contact us directly.

**June 1 will be
new due date.**

Calling All Managers!

The 2022 West Valley-Mission Manager's Academy is underway! Many of you have joined us for our recent sessions.

Recent training sessions included:

- Legal Disciplinary Documentation — 2/11/2022
- Difficult Conversations — 2/25/2022
- Coaching and Motivating your Employees — 3/11/2022

Upcoming, last training in the series:

- Writing Effective Evaluations — 4/1/2022

Please contact Marie Keith at marie.keith@wm.edu to RSVP for more information.



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.



**Equal
Employment
Opportunity**

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**