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!

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 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 are 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!
ATTENTION!
Covid-19
Supplemental Sick Leave for 2022
More info to come soon via email!

Next Up:
12 Steps to Avoid Liability
Friday, April 22

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!

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.

You may be asked for verification of employment when:
• Applying for a home, or other loan
• Signing an apartment lease
•Beginning new employment

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

Benefits Spotlight: Dental Plan Resources

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 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.

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@wvm.edu to RSVP for more information.
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 once. 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](#)